



Last updated: January 2026

## Humanitarian Representative to Canada

### Impact Statement

MSF Canada's Humanitarian Representative leads and carries out medical humanitarian diplomacy in support of MSF's social mission, acting as MSF's primary focal point to the Canadian government and civil society organizations in Canada, and leading MSF Canada's team responsible for humanitarian and medical advocacy, institutional funding, and our overall approach to government engagement in Canada.

The Humanitarian Representative leads the development and implementation of strategies that bear witness to MSF field activities and humanitarian needs, raise awareness of the obstacles preventing adequate care of specific populations in need, and to secure Canadian government funding for our programs, while encouraging other actors – including governments – to assume their responsibilities towards people affected by wars, natural disasters, disease epidemics, forced displacement, and exclusion from accessing healthcare.

The Humanitarian Representative nurtures a network of influential contacts who can provide valuable insight into contexts and themes relevant to our medical humanitarian programs and manages and provides advice to MSF's senior leadership in Canada and internationally on engagements with the Canadian government and civil society organizations. They also safeguard the unique nature of MSF's institutional reputation and ensures external engagements are of value to MSF, participating in policy engagement and negotiating institutional and funding relationships that are of value to MSF's social mission while avoiding instances of instrumentalization.

### Key Responsibilities

#### Lead MSF's Humanitarian Diplomacy, Advocacy, and Representation in Canada

- Nurtures and leads engagement with a network of value to MSF operations & MSF Canada leadership, including the Government of Canada, civil society, the private sector, academia, and other influencers as appropriate to explain MSF's position on humanitarian issues and facilitate MSF's operations through advocacy, negotiations, and securing institutional funding.
- Provides strategic direction on research and analysis to help address operational and thematic humanitarian issues of concern to MSF (i.e. specific issues in countries of operation, epidemic response, access to medicines, counterterrorism, etc.), integrating contributions delegated to the HA team, and sharing analysis and information with MSF operations and MSF Access on how best to capitalize on MSF advocacy objectives in Canada.
- Supports the Executive Director and Deputy Executive Director in risk management, as it relates to humanitarian affairs issues or government relations (i.e. in response to critical incidents or legal/regulatory issues involving the federal government).
- Represents MSF by acting as an external spokesperson for national media and participating in panels, debates, and international public speaking roles as required and manages the delegation of these duties within the team where necessary.

## Humanitarian Issues - Management and Representation

- Develops, coordinates, and implements advocacy, representation, institutional funding, and policy strategies for MSF, working closely with other departments in a collaborative way to ensure coherent cross-departmental advocacy actions that shape MSF's relationships with external stakeholders while ensuring our independence.
- Provides a strong day-to-day leadership presence on humanitarian issues management, bridging departments to ensure cross-fertilization of skills, tactics and ideas and demonstrating an open-door policy for all staff seeking guidance on humanitarian affairs.
- Determines priorities and actions to push forward in Canada in close coordination with the Humanitarian Representation Team (HRT), MSF Operations, MSF Access team, and MSF Canada's leadership and leads the implementation of strategies by the Humanitarian Affairs and Institutional Funding team to deliver advocacy actions leading to meaningful change.
- Leads the planning and implementation of integrated campaigns (between Communications, Humanitarian Affairs and Fundraising) acting as a member of the IC leadership structure and ensuring the alignment and coherence of cross-department messaging and advocacy.
- Is a co-owner of a strategic priority in MSF Canada's Strategic Plan and manages the control cycle (annual plan, mid-year and end-of-year reporting) as relevant to Humanitarian Affairs and Public Institutional Funding objectives.
- Acts as an integral part of MSF Canada's leadership, providing strategic advice and guidance on organization-wide policies and humanitarian issues, for example to the Executive Director, Deputy Executive Director, Department Directors, and People Managers.

## Leadership and People and Process Management of MSF Canada's Humanitarian Affairs and Institutional Funding Team

- Promotes and drives MSF Canada's vision - *to be a vital enabler of MSF's social mission and a catalyst for movement-wide transformation*. In doing so, maintains a strong connection to MSF's social mission and field reality and strengthens this connection to all staff.
- Directly manages the Humanitarian Affairs and Public Institutional Funding team, including the Grant Manager(s), Humanitarian Affairs Officer(s), and Medical Policy and Advocacy Officer(s) and the Advocacy & Strategy Advisor.
- Is responsible for reviewing and revising the Humanitarian Affairs team structure for an optimal and sustainable future state.
- Oversees and directs the Humanitarian Affairs and Medical Policy and Advocacy Officers' in-depth analysis of assigned contexts, themes, and issues, ensuring the coherence and strategic character of MSF humanitarian diplomacy in coordination with MSF Operations, the Access Campaign/Access to Products for Healthcare, and MSF Canada's senior leadership.
- Oversees and directs the institutional funding relationship with Global Affairs Canada that is managed by the Grant Manager, including ensuring MSF's principles of independence and impartiality are maintained in all interactions while ensuring that funding targets are met.
- Promotes a positive work environment within the Humanitarian Affairs and Public Institutional Funding team that encourages engagement with MSF Canada's vision and values.
- Plays a key role in executing the Strategic Plan as it relates to humanitarian affairs, including managing the control cycle (annual plan, mid-year and end-of-year reporting) and other accountability processes.

## Strategic Oversight and People Management

- In collaboration with the Executive Director's Office and international partners and platforms (Humanitarian Representation Team in the International Office, Access Campaign, MSF operations), defines goals, objectives, and metrics including development of humanitarian affairs Goals in the Strategic Plan, Annual Plans, including strategies and budgeting for MSF Canada's Humanitarian Affairs and Public Institutional Funding work in Canada
- Oversees the implementation of the Strategic Plan and Annual Plan (AP) and follow-up on revenue and expenses of the program (according to the AP) and proposes route correction when needed to achieve the goals
- Leads in the hiring and development of the team members to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, collaborative environment
- Ensures the responsible use of resources, including accountability for budget, contracts and suppliers, recommending new strategies or drafting proposals in anticipation of future needs
- Leads by example, inspires and motivates others, and fosters a work environment founded on our core values of humanity, integrity and results

### **Core Competencies**

- A commitment to MSF's principles (Level 4)
- Cross-cultural awareness (Level 4)
- Capacity to negotiate (Level 4)
- Teamwork and cooperation (Level 3)
- Networking and Building relationships (Level 4)
- Analytical thinking (Level 4)
- People Management (Level 4)
- Strategic Leadership (Level 4)

Refer to this grid for more information: <http://career.msf.be/transversal-competencies-dictionary>

### **Knowledge and Experience**

- Demonstrated experience in the humanitarian sector at a senior level, preferably with expertise in international affairs, public health, a health professional role, and issues that impact humanitarian activities
- Knowledgeable guiding communications and advocacy actions within the field of humanitarian aid, and with some public health, clinical, or health protection background
- Experience working in Canadian national and international policy related to international development, foreign affairs, or health at a federal level
- Experience working within government processes, including monitoring and engaging in policy and legislative development and implementation
- Excellent strategic communication and advisory skills, preferably in a public advocacy environment

### **Education, Certifications and Languages**

- Excellent command of English language
- Professional working ability in French is highly preferred - bilingualism is a significant asset

### **Working Conditions**

- Work is carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Designated desk in communal work-share space available

- Work requires long hours sitting in front of a computer/laptop screen
- Must be comfortable interacting professionally with counterparts in diverse settings (e.g. government, academic institutions, pharmaceutical industry, NGOs, etc.)
- Travel required; domestic travel required (approx. 5%), International travel required (approx. 5%)
- Interaction with clients/donors and the public at large
- High levels of stress and/or pressure

## Job Information

**Position Level:** People Leader

**Department:** Executive Director's Office / Humanitarian Affairs

**Position Status:** Permanent

**Activity Rate:** 100%, 37.5 hours per week

**Location:** Ottawa

**Salary Grade:** Level 18, Step 1 on the MSF Canada Salary Grid \$112,176 per year (non-negotiable)

**Status:** Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

**Benefits:** Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D, LTD), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee matching required), starting 4 weeks' vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), access to internal psychosocial care resources, and a positive and innovative office culture grounded in our core values of humanity, integrity and results. *MSF Canada may offer relocation packages covering costs for temporary accommodation, food allowance, travel costs, and movement of household goods up to one month's salary depending on where the candidate is relocating from.*

## Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.

