



**OXFORD HR**  
SEARCH FOR A BETTER WORLD



**GENERAL DIRECTOR, INDIA BRANCH**  
FEBRUARY 2019





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Médecins Sans Frontières – Holland

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# LETTER FROM THE DELEGATE DIRECTOR, MÉDECINS SANS FRONTIÈRES – HOLLAND

Thank you for your interest in becoming the new General Director for the India Branch Office of Médecins Sans Frontières. Médecins Sans Frontières (MSF) is an independent, medical, emergency relief organisation that provides assistance to people worldwide, regardless of their background, religion or political convictions. We aim to save lives and to offer medical care to victims of disasters, wars and epidemics. Working together with local staff, we give direct support to the population. We appeal to those in power, including governments and international organisations, and speak out about the abuses we encounter in the course of our work.

MSF coordinates operations through collaborations between global offices. 'Artsen zonder Grenzen Nederland' (MSF-Holland) has a partnership with offices in the UK and Germany. This partnership, known as 'MSF Operational Centre Amsterdam' (MSF-OCA), operates medical humanitarian interventions in about 25 countries. Annually, MSF-OCA deploys approximately 1,100 international staff and employs 7,000 national staff.

MSF has worked in India since 1999. Currently MSF is running projects in the states of Andhra Pradesh, Bihar, Chhattisgarh, Delhi, Jammu and Kashmir, Jharkhand, Maharashtra, Manipur, Telangana, and Uttar Pradesh.

MSF was awarded the Indira Gandhi Prize for Peace, Disarmament and Development in 1996 and the Nobel Peace Prize in 1999.

The Indian branch Office was set up in January 2013 at the request of MSF International. The aim of establishing a branch in India was to strengthen MSF's presence in India and the region. MSF India has much to offer to the international network of Médecins Sans Frontières with the recruiting of highly skilled field employees clearly standing out. India is also of great importance for medical research, medical innovation and the production of the so-called generic drugs that are often used by MSF

## Together in saving lives

For the MSF India Branch office MSF is looking for a new General Director who comes with a strong background and attitude to lead necessary change and help shape the MSF of the future. A General director who develops a new Strategic Plan for the future and brings focus and energy to the India Branch Office. As General Director, you will be responsible for the overall steering and management of the MSF India Branch

Office which brings resources and support to the MSF movement and contributes to strengthening and adding the South Asian voice to the movement. You safeguard the ethical standards and principles of MSF. You will be part of the international MSF General Director's networks and contribute to the MSF globally and Operational Centre Amsterdam group in particular. You report to the Delegate Director MSF Holland based in Amsterdam and as the Chair of the Management Team in India you have the responsibility to lead the overall strategic development of MSF India.

## Responsibilities at home and internationally

As head of the office you are the chair of the MSF India Branch Office Management Team which consists of the Heads of Departments. You are overall responsible for the implementation of required policies and procedures in the MSF India Branch Office. A strong team of enthusiastic employees and managers reports directly and indirectly to you, and you will lead and manage them with a focus on high quality delivery and innovation, while ensuring appropriate follow-up and learning. At the international level, you follow South Asian issues within the MSF movement by actively participating in international dialogue and contribute with MSF India input.

We are looking for a General Director who is innovative, strategic, flexible and an excellent leader for people and in processes. (S)he is eager to drive the change processes that are necessary for translating the New Strategic plan into action. The candidate has the ability to participate, manage and act in a complex international MSF context. Dynamism, energy, innovation, commitment to MSF' operations, experience of working with MSF and what it needs to work in the most challenging circumstances, is a must for the new General Director. In return you will be guaranteed an exciting, challenging and rewarding experience within an international organisation that's making a real difference.

If you are interested in this unique role and would welcome the opportunity to have an informal conversation, please contact our advising consultant Oxford HR represented by Gazal Srivastava ([gsvrivastava@oxfordhr.co.uk](mailto:gsvrivastava@oxfordhr.co.uk)).

Yours sincerely,

Delegate Director

Médecins Sans Frontières – Holland

# THE ROLE

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<b>Title:</b>	General Director
<b>Location:</b>	New Delhi, India
<b>Salary:</b>	Annual gross salary between € 35000 and € 55000 depending on relevant work experience, based on a full-time appointment + benefits
<b>Term:</b>	3 years, with a possible extension

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## PLACE IN THE ORGANISATION

- Administrative Reporting to: Delegate Director MSF Holland
- Functional Reporting to: Delegate Director MSF Holland /SARA (In process to transfer supervisory role from Delegate Director MSFH to SARA and Decision making process for the latter )
- Directly supervise Management team of 4 (Head HR, Head of Fundraising & IT, Head of Communications, Head of Finance & facilities), Association Manager and Executive Manager
- Indirectly responsible for 60 Staff in MSF India office
- Chair of the MSF India Branch Office Management Team

## JOB PURPOSE

The main role of the General Director (GD) is to lead and steer the development of the MSF India Branch Office both within South Asian society and within the MSF movement.

# KEY ACCOUNTABILITIES

## 1. Overall responsible for the steering and management of the MSF India Branch Office.

- The GD is accountable for the performance of the MSF India Branch Office. The GD is head of the MSF India Branch Office Management Team which consists of the Heads of Departments (Communications, Fundraising and IT, Human Resources & Recruitment and Finance & Facilities)
- Provides leadership to and management for the MSF India employees, supervises and coordinates the management team represented by all the Heads of Department in MSF India (as per policies of the MSF India Branch Office) and the Executive Manager
- Overall responsible for the implementation of required policies and procedures in the MSF India Branch Office
- Safeguard the ethical standards and principles of MSF
- Works in good collaboration with the Board of Directors.

## 2. Responsible for the development, implementation and monitoring of an overall multi-year strategic plan, its translation in annual plans and budgets together with the management team and its synergy with the Operational Centre Amsterdam (OCA).

- Overall responsible for the development of the India office Strategic plan and its implementation
- Develops and implements annually approved yearly objectives, plans and budget for MSF India BO, Responsible for the coherence and alignment between the further development of MSF India BO and the operational presence and interests of MSF in the OCA group and the MSF movement.
- Implements and monitors the monthly and yearly planning and budget.
- Planning & Reporting as per OCA Planning & Control Cycle
- Further improves and implements the appropriate legal set up for the office and ensures compliance with the Indian legal and regulatory framework.
- Identifies, develops and implements additional meaningful services for the MSF movement as part of the Strategic Plan
- Overall responsible for the development and implementation of an investment plan

## 3. Responsible for the external and internal representation of MSF India.

- Develops MSF India BO into a vibrant, solid and contributing MSF office and represents MSF respecting MSF's core values and principles as indicated in its charter.
- Creates, establishes and consolidates the specific identity and recognition of MSF India BO with the MSF movement.
- Builds and maintains active working relationships with other MSF sections both inside and outside the OCA group.
- Represents MSF India in relevant MSF internal meetings (participation in Full Excom on request and other relevant MSF OCA and MSF international platforms) and contributes pro-actively to the debates, operations and coherence of the MSF movement
- Represent MSF in India at various events and conferences.
- Represents MSF India in meetings and act as a spokesperson on various platforms vis à vis the Indian Government, other Indian NGO's, INGO's established in India, community groups, academia and institutions, companies and major donors.

## 4. Responsible for the active support with the further development of the MSF South Asia Regional Association (MSF SARA)

- The GD is the administrative supervisor of the MSF SARA Association Manager
- Supports the further development and maintenance of a lively and coherent associative presence of MSF in the South Asia region.
- Actively engage with the SARA President and Board on the SP and ACP plans
- Supports the SARA Board in its associative functioning and governance
- Responsible for following up major MSF international dossiers as assigned
- Responsible for multi-year budget forecast, annual budget as per annual plan, investment plan (capex, opex)

# KEY PERFORMANCE INDICATORS

In the first 12 months:

- A new Strategic Plan (SP) India Branch Office (BO) is in place
- The process leading up to the SP has been inclusive with the key stakeholders and the SP offers guidance and creates energy.
- The India Office is set up to best implement the SP

- The contribution of India BO for the MSF movement is clear and understood by key stakeholders
- The General Director has been able to further strengthen the relations with the SARA board.



## KEY INTERACTIONS

- Head of the Management Team
- Functional link with the MSF SARA Board
- Heads of Mission of MSF in India, including the CAL
- Access Campaign team in India
- Relevant platform in the OCA group (OCA MT, GD Forum, etc.)
- Relevant platforms in the MSF movement (Full Excom, etc.)
- Indian Government, other relevant Indian NGO's, INGO's established in India, community groups, academia and institutions.

## INDICATIVE REQUIREMENTS

- Masters degree is essential
- Thorough understanding of and experience of working with MSF social mission
- Extensive managerial experience at a senior management level and understanding of organizational issues and team dynamics and supervision by a Board
- Extensive knowledge and understanding of international and humanitarian issues and of the nature and development of MSF organization and association.
- Proven ability to lead, develop and build a team, through delegation, empowerment, and coaching.
- Good knowledge of HR, communications, media, advocacy and fundraising.
- Very good communication and representation/ networking abilities (straightforward, structured and inspirational).
- The capacity to both develop a strategic vision and work on specific dossiers.
- High level of integrity and sound judgement.
- A good knowledge of the Indian context (political and legal aspects).
- Excellent knowledge of written & spoken English
- Relocate to New Delhi, India (if not already based there)



## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button in the job advert page and complete our online application form. Please provide a CV and Cover Letter in ONE single document, which should be prepared before applying as they will be requested in the application process.

The statement should be no more than 2 pages long and explain why you are interested in this post and how your skills and experience make you a good fit. For advice on how to write a successful statement, please see here. N.B.

The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Documents Name-Date (yy/mm) e.g: Pat-Jones CVandStatement-1502

### Timeline

Closing Date:	Applications will be assessed on an ongoing basis and the intake of application will close on 18th March, 2019
Preliminary Interviews:	Ongoing up to 21st March, 2019
First Round of interviews:	Week of 25th March, 2019
Second Round of Interviews	Mid April 2019
Further Assessments:	As needed

### Equality statement

Equality and diversity are at the core of MSF’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

### Selection process

All candidates will receive feedback. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact Gazal Srivastava/ George Alexandridis in the first instance at: [msfindia@oxfordhr.co.uk](mailto:msfindia@oxfordhr.co.uk)



## ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts

from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



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