

## **The Medair Relief & Rehabilitation Orientation Course (ROC) Vallorbe, Switzerland 22<sup>nd</sup> June – 29<sup>th</sup> June 2013**

### **Role and Responsibilities**

If you cannot see any jobs that fit your profile, apply directly for the Medair ROC, our “Relief and Rehabilitation Orientation Course”. We will try and match your profile to our upcoming field vacancy needs and if there is a good match, we will consider you for this or a future ROC. Everyone who works as an Internationally Recruited Staff in one of our field programmes must first successfully complete the ROC.

### **Project Overview**

The ROC is an intensive experiential orientation to relief work with Medair. This 8 day course is held three/four times a year. The cost of the course is dependent on your relief experience. Participants experience the challenges of relief work through practical simulations and become familiar with Medair’s values, projects, and country programmes. Each participant will be interviewed by a senior member of the Medair Human Resources team to evaluate the week and discuss their possible future with Medair in a field programme. The course is normally held in Switzerland or in Europe, occasionally in the United States.

### **Medair**

Medair brings life-saving relief and rehabilitation in disasters, conflict areas, and other crises by working alongside the most vulnerable. Its mission is to seek out and serve the forgotten women, children, and men in crisis who live in difficult-to-access regions in Africa, the Middle East, and Asia. Their internationally recruited staffs (IRS) are motivated by their Christian faith to care for people in need, providing practical and compassionate support, regardless of race, religion, or politics. Medair has achieved the ISO 9001:2008 certification, worldwide. This certification signifies that Medair effectively delivers goods and services with a focus on beneficiary needs. Since 1989, Medair’s work has made a profound difference for millions of people, enabling lives to be saved and sustained for a better future. Together with its donors and partners, Medair is unwavering in its commitment to bring hope to the world’s most vulnerable. Our ability to provide life-saving care is enhanced by flexible multi-sectoral expertise including health & nutrition services, water, sanitation & hygiene, and shelter, (re-)construction and infrastructure.

### **ROC Course Location**

**Vallorbe, near Geneva, Switzerland**

### **Starting Date**

**22<sup>nd</sup> June – 29<sup>th</sup> June 2013**

### **Closing Date for Applications**

**20<sup>th</sup> April 2013**

### **Initial Contract Details**

If a field contract is signed after the ROC, it normally ranges from (a minimum of) 12 months to 2 years

### **Field Workplace**

Medair is currently working in Afghanistan, Chad, Haiti, Madagascar, D.R. Congo, Somaliland, South Sudan, and Zimbabwe. Field contracts given will be based in one of these countries or any new programmes that Medair starts up.

### **Key Activity Areas**

The ROC simulation includes practical exercises, research, and daily updates of changing field conditions and security bulletins.

### **Qualifications**

Medair seeks a wide range of professionals with qualifications or training in the following sectors:

- Relevant professional qualification; Post-graduate qualification in relief or development desirable
- Humanitarian, security, international development
- Management, project management, business administration
- Medical, nutrition, public health, tropical medicine
- Engineering, (civil, environmental)
- Construction (architecture, site management)
- Logistics
- Human Resources
- Finance, accounting
- Communications, fundraising, marketing and media
- Information and communications technology (ICT)

### **Experience / Competencies**

Standard ranges of experience and competencies required for Medair field positions:

- Minimum 1 year's professional experience in one of the sectors referred to above
- Project management and team management experience
- Management experience desirable, especially in a relief environment

- Experience at cross cultural communication techniques; Diplomatic and sensitive to cross cultural issues; Good negotiation skills, especially in the context of another culture
- Clear verbal and written communication skills; Able to express views clearly
- Experience in dealing with donors and government officials desirable
- Experience in training/mentoring staff; Team player with strong relational skills
- Committed to team-building, and to consultative and servant leadership
- Planning, assessment and analytical skills
- Report writing and proposal writing skills desirable
- Good level of self-motivation, with a pro-active approach to work, problem solver, dynamic, mature
- Able to prioritise clearly and oversee multiple tasks
- Capacity to work under pressure and to tight deadlines
- Ability to live and work in conflict and rural environment

### **Medair standard working requirements for the field**

- Experienced professionals in a relevant field
- Committed Christians
- Commitment to [Medair values](#) (faith, hope, accountability, integrity, dignity, compassion)
- Overseas intercultural experience
- Strong working knowledge of English, spoken and written
- Working knowledge of French, spoken and written for French-speaking field programmes
- Single or married (with no children under 18). If married, your spouse must also apply.
- Competent with Office Word, Excel, PowerPoint, and Outlook
- Successful completion of [Medair Relief & Rehabilitation Orientation Course \(ROC\)](#)
- Reflect the vision and values of Medair when interacting with team members, local staff, beneficiaries and external contacts
- Able to live and work with a multicultural team under difficult conditions
- Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity, honesty, and physically fit

### **Benefits**

If successfully placed in a field assignment after the ROC, the following benefits are provided:

- A salary based upon the grade of the position and the experience of the position-holder
- Full briefing at our Swiss headquarters, as well as an in-country briefing
- Security training for those going to insecure environments
- Accommodation, food, and transportation in-country
- Return flights to and from the country programme (one return flight for every year of service)
- Rest and recuperation (R&R) leave (including travel, accommodation, and food)
- Annual leave and additional benefits for those who commit to longer contracts: up to four weeks additional paid leave every 12 months, and re-entry allowance
- Comprehensive medical and emergency rescue insurance, with up to 60 days post- assignment coverage, including debriefing

### **Working Conditions**

The following are standard working conditions in our field programs (specific locations may vary in their security situations):

- Based in the capital or main base, or in field project locations.
- Living standards are reasonably good and often the security situation is stable but this can change rapidly.
- International staff is sometimes quite limited in their movements and the options for social activities can also be limited.
- Some of the projects may be implemented in more remote and potentially insecure locations.
- Field visits will involve more basic living conditions, sometimes arduous travel and potentially high levels of insecurity.

### **Application Process**

For more information on this and other positions, follow this web link: [www.medair.org/work-with-us](http://www.medair.org/work-with-us) and then check the **New or Experienced Relief worker** links, and **Apply for a Medair ROC, or for a Field vacancy**.

We request that you complete all applications on-line at [www.medair.org](http://www.medair.org). Only English-language applications and CV's will be reviewed. We will not review email applications. We review every online application. Applicants will be contacted within 4 weeks of their application - only if they are selected as a potential candidate.

[www.medair.org](http://www.medair.org)