

## RECRUITMENT OF MENTORS

### Supporting Information for Applicants

## MSF MENTORING PROGRAMME

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### OUTLINE AND PURPOSE OF THIS DOCUMENT

You will find here the following information to help you to apply if you have been thinking of becoming a mentor in the MSF Mentoring Programme:

- Positions in the field that receive the support of the MSF Mentoring Programme
- The role of the mentor in the MSF programme
- The skills, experience and commitment that we are looking for
- The minimum requirements
- The guiding principles.

### BACKGROUND AND OPERATING PRINCIPLES

Over the past few years, various *mentoring initiatives* have flourished across the different MSF OCBs, that aim to support managers in the field in a timely way so they could better contribute to the success of MSF operations. The mentoring offer has been more consistently tried and tested by OCB since 2012 and today, it is widely recognised that it is a very valuable way of supporting and developing MSF staff in key positions while on the job. Today, all five MSF operational centres are running their own Mentoring Programme. Knowledge and findings are shared by the different programmes, which help to improve our practice and our offer. Most MSF mentoring programmes today rest on the same principles and mechanisms. The MSF Mentoring Programme is open both to national and international staff.



We are regularly looking for mentors for the following positions/ deputies) that receive the support of the MSF Mentoring Programme: Project Coordinator (PC), Head of Mission (HoM); Project Medical Referent (PMR); Medical Coordinator (MedCo); Human Resources Coordinator (HrCo), Logistics Coordinator (LogCo).

The MSF Mentoring Programme is founded on two important principles:

**Non-interference in operations** – the mentor has no operational role and must not interfere with operational decisions; mentees and the management line remain responsible for the decisions they take.

**Confidentiality** – it is there to enable trust between the mentor and the mentee, which contributes to better results of the mentoring support. It is a central part of the “The Mutual Agreement” that the mentor and mentee discuss in their first mentoring conversation.

## **ROLE & RESPONSIBILITIES OF MSF MENTORS IN THE PROGRAMME**

### **MENTORS SUPPORT MENTEES TO:**

- Operate a smooth transition in their new role
- Act as a leader in their function and to make decisions
- Produce, activate and mobilise knowledge and expertise in their working environment
- Develop and strengthen their managerial skills.

### **MENTORS DEMONSTRATE THEIR COMMITMENT TO THE MENTORING PROGRAMME BY:**

- Following the programme’s methodology and using the supporting tools
- Monitoring and contributing (when needed) to specific processes in the programme (matching, mentee’s induction)
- Guiding mentees through the mentoring cycle – specifically:
  - Support the mentee to analyse their learning needs
  - Help to frame goals and objectives for the mentorship
  - Define the Mentor-Mentee relation
  - Ensure regular mentoring conversations
  - Debrief with the Mentee upon closing the mentorship to draw conclusions about the learning achieved and possible next actions the mentee could take
- Maintaining regular contacts with the person in charge of the Mentoring Programme



## REQUIREMENTS

Mentors are accepted in the pool for:

- their relevant field experience with MSF
- the leadership qualities they demonstrate
- their ability to develop others
- their motivation and commitment to serve as mentors for a minimum of two years.

## MSF EXPERIENCE IN THE FIELD

2 years or 4 missions minimum in one or more of the positions/ deputy positions that the programme supports (HoM, PC, PMR, MedCo, LogCo, HrCo).

## COMPETENCIES

Upon entering the pool of MSF Mentors, we expect a minimum understanding and experience of competencies and behaviours such as:

- Showing respect for the mentee and for his/her needs
- Openness to diversity
- Empathy
- Active listening skills
- Questioning skills
- Rapport building
- Goal clarity
- Ability to give/receive feedback
- Championing mentees (e.g. encourage mentees by highlighting strengths)

## CONDITIONS

Mentors report exclusively to the person in charge of the mentoring programme. They are explicitly required to withhold from sharing any information about their mentoring conversations without checking first the consent of the mentee.

## THE MENTOR WILL BE AVAILABLE FOR:

- A short (probably distance) interview with the person in charge of the mentoring programme upon entering the pool
- Being trained in the role and the key skills mentors use (attendance of a 3-day workshop organised by the Mentoring and Coaching Hub is mandatory)
- A meeting (face-to-face, wherever possible) with the mentee before they depart for the field (approx. 60-90 minutes), in each instance he has agreed to take on a new mentee



- A mentoring conversation every 3 weeks on average (duration: 60-90 minutes), over the duration of the mentee's mission
- Any additional contacts agreed with the mentee

### **CONDITIONS**

- Mentors in the MSF Mentoring Programme are volunteers and will not receive any form of salary for the service provided.
- In case mentors agree to go on a field visit to the mentee, a short contract covering insurance & repatriation will be provided.
- All costs and expenses related to mentoring are covered by MSF.

### **INTERESTED?**

Please send your CV and application form to the person in charge of the mentoring program in your OC. You will find their contact on the MSF Mentoring website.