



## OCP MENTORING PROGRAMME

### Thinking of becoming a Mentor?



### Thinking of becoming a Mentor?

If you have been thinking of becoming a mentor in the MSF Mentoring Programme, you will find some answers to your questions below to help you apply.

### When was the Mentoring Programme created?

All 5 MSF Operational Centers offer their own Mentoring program under the guidance of Mentoring and Coaching Hub (based in MSF Norway) -

<https://mentoring-coaching.msf.org/mentoring/>.

Mentoring supports the professional development of OCP's managers currently working in the field by:

- reinforcing their resilience and developing their transversal skills in management and leadership
- developing strong and diverse teams
- fostering reflection and sharing of experience with experienced MSFers
- creating a dialogue space to promote knowledge transfer within MSF

OCP Mentoring Programme was launched end of 2016 and today over 125 Mentors have already joined our programme—supporting over 200 Mentees in the field!



## What are our guiding principles as Mentors?

The MSF Mentoring Programme is founded on 2 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.

## Who can apply to be an OCP Mentor?

OCP Mentors have extensive MSF experience in the same role as their mentees. You may currently be on a national, international or HQ contract, or may even no longer be working with MSF.

We continuously recruit mentors for **all manager positions at project and coordination levels (positions levels 9 to 15)** in all families: **Medical & Paramedical, Logistics & Supply, HR & Finance and Operations.**

## What are the skills, experience and commitment we are looking for?

Mentors are accepted in the pool for:

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

## What are the role and responsibilities of the Mentor in the MSF Mentoring Programme?

Mentors support Mentees to:

- Operate a smooth transition in their new role,
- Reflect and make decisions,
- Create and exchange knowledge in their working environment,
- Develop and strengthen their managerial and leadership skills.

Conditions:

- Mentors in the MSF Mentoring Programme are volunteers and do 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.



### **Mentors commit to:**

- Follow the programme's philosophy (confidentiality, non-interference in operations) and methodology (matching, mentee's induction, supporting tools).
- Guide Mentees through the mentoring cycle – from identifying their learning and development needs to framing the mentoring objectives to mutually debriefing at the end of the mentoring journey.
- Maintain regular contacts with the Mentoring Referent (Mentors report exclusively to the Mentoring Referent).
- Keep developing their mentoring skills through practice, conversations with their Mentoring Referent and opportunities for professional development offered by the Mentoring and Coaching Hub.

### **Mentors are available for:**

- A short (probably distance) interview with the Mentoring Referent upon entering the pool.
- a virtual workshop organised by the Mentoring and Coaching Hub is mandatory to be prepared to the Mentor role and practice key mentoring skills.
- A meeting (face-to-face, wherever possible) with the Mentee before they depart for the field (approx. 60 minutes).
- A mentoring conversation every 2 weeks on average (duration: 60-90 minutes), over the duration of the Mentee's mission or contract.
- Any additional contacts agreed with the Mentee.

### **How does the application process work if you have worked with OCP?**

- 1) Complete the Application Form. When submitting your application online, a message will be sent to OCP Mentoring Referent: Stephanie Michel Nilles - [ocp.mentoring.coaching@newyork.msf.org](mailto:ocp.mentoring.coaching@newyork.msf.org)
- 2) After receiving your application, if your profile fulfills the requirements, the Mentoring Referent will contact you for an interview. The selection process to become a Mentor requires further steps including a validation by key managers of your position department.
- 3) Once your profile has been selected and validated, the Mentoring Referent liaises with you to arrange your participation in a Mentoring Workshop.

### **Interested and you have experience with another OC than OCP?**

Please contact the **Mentoring Referent of your OC**. You will find their contact on the Mentoring and Coaching Hub website:

<https://mentoring-coaching.msf.org/mentoring-contacts-tools/>