

REMUNERATION ANALYST (French, Spanish, Russian)

Do you speak French, Spanish, or Russian and have experience in HR, networking, or data analysis? Do you have an explicit interest in working in the humanitarian sector and developing understandings of the political and economic markets where Doctors Without Borders (Médecins Sans Frontières / MSF) works? Then we are looking for you to join either our field or remote-working teams with fantastic opportunities for missions very soon!

About the job:

As a Remuneration Analyst you are required to conduct a salary study and market analysis in order to obtain better insight into common market practices in MSF mission countries. The analyst will conduct the salary study in the requested location(s) of a defined reference market by contacting various actors from the NGO, private and public sector. The survey is a thorough analysis of the market trends and practices on all elements concerning the employer-employee contractual relationship and requires detailed consideration of these. Undertaking such an analysis requires understanding the local labour law, practices that are considered common law, and the political and cultural variables that may affect the labour market. The study also assesses the cost of living via a secondary Monthly Household Expenditures Survey by collecting average familial expenses required to maintain a decent standard of living.

Responsibilities:

Administration

- Present the process of the salary study to all coordination teams, ensuring confidentiality and impartiality
- Identify and select relevant functions to be compared in the survey with support from the Field HR and Benchmark Coordination Teams
- Identify and select comparator organisations in each benchmarking location with the support from the Field and Benchmark Coordination Teams
- Write and deliver invitations and introductions to, and explanations of the study
- Present case for participation to organisations, enterprises, public sector institutions
- Organise and schedule interviews
- Regular updates to the stakeholders

Analysis and Reporting

- Collect primary data on compensation and benefits from comparators according to MSF methodology
- Ensure methodological integrity in sample size and data completeness
- Input quantitative and qualitative data both appropriately and consistently into a database
- Conduct interviews and research on cost of living and living wage indicators

- Conduct in-depth research of the local labour market and legal context to obtain secondary data
- Analyse collected primary and secondary data with the support of the line manager
- Use available tools to write a final internal report for MSF before departure from the field
- Write a comprehensive public version of the final report for external use amongst comparators

Remuneration Analysts are responsible for representing MSF to external organisations and businesses, acting in accordance with MSF principles and behavioural commitments. Trainings on benchmarking working procedures and tools are provided before departure.

Qualifications:

- Knowledge/experience in HR remuneration schemes (salaries and benefits)
- Good analytical skills, at ease with figures and economic data
- Project management skills
- Fluency in English, both oral and written
- Proficiency in MS Excel and Word
- Time management and results orientation, ensuring delivery of all expected outcomes
- Persistence and problem solving
- Excellent communication and diplomatic skills
- Flexibility and adaptability
- Willingness to travel
- Ability to work efficiently and independently, under pressure and in an unstable context

Desirable qualifications:

- French, Spanish, Portuguese, Arabic and Russian oral language skills can be a very strong advantage (minimum B2 level)
- Interest and curiosity in researching HR and labour market contexts
- Interest and/or experience in international humanitarian issues, international relations
- Previous field experience in a similar role with a non-government organisation

Length of assignment:

- Project-based contract - 8 to 12 weeks availability required

Basic criteria for all potential field workers regardless of profile:

- Understanding Doctors Without Borders basic principles
- Knowledge about MSF work and the humanitarian sector in general
- Minimum two years of professional experience after completing education
- Experience in mentoring, training and leading others
- Ability to work in a multicultural and multidisciplinary team
- Ability to organise, prioritise and take initiative
- Willingness to take personal risk by working in potentially unstable environments
- International travel experience and / or work experience from resource-poor countries

- Ability to cope with stress
- The period available for assignments must be flexible
- Persons with medical background must have valid authorisation (not necessarily Norwegian)
- Clean criminal record

We offer and cover:

Due to the current situation regarding covid-19 and its impact on travel restrictions and access to project locations, missions may be offered as either field- or HQ-based. All locations provide an exciting and fast-paced opportunity to gain professional experience in a humanitarian setting.

For field-based projects conducted in person:

- Salary from NOK 17 589 per month + per diem in the field (varies from project to project)
- Increase in salary after 12 months in the field, and then periodically in a way that reflects professional competence, previous experience and increasing level of responsibility.
- Reimbursement of necessary vaccinations
- Required visas and work permits
- Accommodation during the field assignment
- Round-trip transport
- Medical insurance, disability insurance and life insurance
- Psychological follow-up after assignment

For HQ-based projects conducted remotely:

- Salary according to MSF Norway's salary policy, in grade 4 at NOK 39 270 per month
- Personnel insurance and pension plan
- Travel insurance
- Reimbursement of approved expenses related to project-based travel
- Psychological follow-up after assignment

Interested in working as a Remuneration Analyst?
Read more at <https://benchmarking.msf.org/> or [apply now!](#)