

NEWSLETTER

FROM THE HUMAN RESOURCES DEPARTMENT

# 10 – OCTOBER 2017



## *Here is an overview of our latest news from the Human Resources Department. Happy reading!*

### BE A MINOR AND A VOLUNTEER AT DOCTORS OF THE WORLD

At Médecins du Monde (only in France), it is possible to be a volunteer while still a minor (minimum age 16), but under certain conditions, and with a regulated status. The Charter on Volunteering must be signed. The minor must provide an original written document with the authorisation of the legal representative in France. This authorisation must be accompanied by proof of identity (original of the identity card or passport) and by any document attesting to the capacity of legal representative (original of the family record book, guardianship judgment).



Encouraging and enhancing the participation of minor volunteers is a wonderful opportunity to inject more dynamism for MdM-France. This is achieved, among other things, by giving young public the necessary space within the association's various programmes and demonstrating that they are an integral part of the team at Médecins du Monde.

In addition, this gives each young person the opportunity to live their civic rights to the full, to make their voice heard, to be a volunteer within an active association like MdM.

The complete document is available in the HR library.

### RISK OF ACCIDENTAL BLOOD EXPOSURE (ABE)

There have recently been several cases of ABE on French Operations. This has caused the HR Admin department to react by implementing a major update of the document on health recommendations. The addition of annex 4 therefore summarises the information on the procedure to follow in case of ABE and explains how to complete an accident declaration.

In case of blood exposure, don't forget to keep the safety, hygiene and working conditions committee informed.

The complete document is available in the HR library.

### THE HR ADMINISTRATION UNIT IS GROWING !

Lise Avenel is temporarily career officer since she is currently replacing Aurélie Monzies, who is engaged in field work. Two new faces have joined the team, with a new geographical distribution:

- Vincent Maurin joined MdM in May. He supports the Eurasia and Africa units
- Marine Goby joined the HR department after 2 years as an expatriate for the Emergency Department. She supports the countries of the Emergency Department and the LACMENAS Unit.



Their role is to support missions in implementing their HR policy in terms of pay and medical policy but also to support them in the event of disciplinary challenges

## FIELD VISITS

In connection with a lack of visibility of our funding opportunities after 31 December 2017, and the vacancy of the position of administrative coordinator, a support visit was requested by the desk manager in charge of Chad. Vincent went for this field visit. The purpose was to update the tools in place at the mission, check the Chad Labour Code was being properly applied, prepare a plan for closing the project and open talks with the labour inspector of Ndjamen and the representative authorities of MDM staff in Mao. This support was greatly appreciated by the mission. The coordination and the desk also wish to repeat this type of action in order to support our teams at this sensitive time.

Another field visit concerned Marine, who was in Haiti from 28 August to 7 September, with the purpose of supporting the mission in reviewing its pay policy.

## SOME NEWS FROM OUR TRAINING UNIT

In keeping with the objectives of the Human project, Training Unit is now launching decentralised training:

- Laurent Laforet (training advisor) will soon be making his first visit to Amman in Jordan where he will be running two training events between 22<sup>nd</sup> October and 4<sup>th</sup> November: a **BAM session** (Welcome to Doctors of the World—*Bienvenue à Médecins du Monde*) and training in **facilitation techniques**. He will also co-run some security training.
- Another decentralised **BAM** session will take place in Nantes on 1<sup>st</sup> and 2<sup>nd</sup> December, to be run by Laurent Laforet and Emilie Dubucq (Training engineering officer).
- For the first time this year, our **“Training of Trainers”** courses will be provided internally. This training was delivered internally for the first time from 4<sup>th</sup> to 8<sup>th</sup> September by Emilie and Laurent.
- This year we are introducing two new collective training sessions at head office: **time management** (2<sup>nd</sup> and 3<sup>rd</sup> October) and **stress management** (4<sup>th</sup> and 5<sup>th</sup> December)
- **Also new:** Training Unit will be supporting **people about to retire** by financing 2 to 3 days of training in “Preparing your retirement” or “Enjoying your retirement”.

## MDM COMMUNITY UNIT

Following on from a longstanding reflection within Médecins du Monde, it was decided to create an MDM Community Unit (*Pôle Vie Associative*).

The role of this unit is to promote and strengthen links with and between MDM's different stakeholders: full members, volunteers, employees, current or former, whatever their status and whether based in France or abroad.

The MDM Community Unit is in line with the Human Project, which aims to increase permeability between statuses. It is attached to our Human Resources Directorate and is currently composed by Valérie Brunel, community unit manager, and Coraline Allanic, Community life coordination and development officer. Although working closely with the Association's Secretary Generals, it will benefit the whole MDM community, working with and for our groups, delegations and regional offices.

Its main objective is to promote and develop MDM France's community spirit by keeping everybody informed, developing mobilisation tools and enabling us to learn from each other's experience.

We will communicate shortly on the set priorities of this new unit.

## COMMUNICATION TOOLS FOR YOUR HR EVENTS

Various stakeholders at MdM are involved in communication events indirectly linked to recruitment. Whether during interventions with students or pupils, during NGO forums or even informal presentations, one of the most common questions remains: "How do we get involved?"



Each year, the recruitment department updates the brochure "Getting involved" as a supplement to the documents offered by the communications service. Don't hesitate to contact Clara in HR ( [clara.bigel@medecinsumonde.net](mailto:clara.bigel@medecinsumonde.net) ) so that she can send you a set of docs!

The brochure is also available on the intranet (see recruitment section).

## FOR THE GENERAL PUBLIC

In 2016, the recruitment department had expanded its network to several specialist schools and took part in several highly targeted events. For the year 2017, the key phrase will have been "general public". We are recruiting several specialist profiles, it's true, but we must not forget the more general positions, which often allow the private profiles to gain a foothold in international solidarity to then develop their pathway.



Thus, the recruitment department took part in particular in the Paris youth employment fair, *Carrefour de l'Emploi des Jeunes*, last March at the Grande Halle de la Villette, and will be present in Dublin at the Healthjob Career Fair, a fair on medical and paramedical profiles from all backgrounds.

## LAST MINUTE!



You can now follow-us on Facebook with the dedicated HR group :  
*Médecins du Monde Emploi / Jobs / Empleo*

## KEY FIGURES AFTER THE SUMMER !

The position that has attracted most applications is medical coordinator for Kenya, with **283** CVs received.

In terms of recruitment, April saw almost 1 recruitment a day with **32** positions filled! The quietest month is July, with just **16** people hired.

We received most applications for positions in May (a mere **3,231** CVs to sort through), compared with **1,707** in August. For spontaneous applications, the figures are less impressive, but we nonetheless received **317** in January, and "just" **196** in August!

As regards visitors to the site, positions in France attract the most (**950** visitors a month on average), closely followed by offers for volunteer work (**924** on average), ahead of international positions (**882** on average). Bringing up the rear are offers of traineeships, with an average of **523** visitors a month.

# WELCOME !

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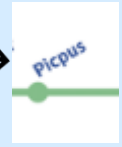
Yet more movements within the HRD over the last few months! A quick recap.



Clotilde has returned to her position as recruitment officer following her maternity leave.



Chloé is now on a permanent contract as recruitment officer.



Virginie is going to Jordan for 1 year as Regional HR Coordinator.

Clara has also returned to the position of recruitment communications officer after her infidelity with Oxfam in Jordan, Alice is now delegation assistant in Paris.



Vincent is our national HR officer, replacing Lise, who herself is replacing Aurélie, who has gone to Iraq as HR coordinator.



Marine Goby has settled in Paris after numerous missions, and is your new national HR officer.



Rocio is now your contact person for careers in emergencies matters, taking the place of Solenn, who left to seek new adventures in Turkey!



Valérie is the community unit manager



Céline is returning from Guyana to join the recruitment team for 6 months!