

NEWSLETTER FROM THE HUMAN RESOURCES DEPARTMENT

13 - SEPTEMBER 2018



Here is an overview of our latest news from the Human Resources Department. Enjoy your reading!

EXPATRIATE GUIDE

The latest version of this guide has been available for a few months and we strongly encourage you to let us know what you think. Your comments will be invaluable in helping us update this key document. Get in touch with the Career Development Department for a copy or consult the library of HR documents on the intranet.



ANNUAL APPRAISAL

As in previous years, the return from holiday in September sees the launch of the traditional round of annual staff interviews. The opportunity to discuss the new occupation grid.

The staff development team would like to point out the importance of the special opportunity that the interview affords for employee and line manager to meet face-to-face to review the previous year and fix/reaffirm goals for the coming year. It also provides an opportunity to review prospects for career development and to look ahead at desired training opportunities.

Annual interviews concern all national and international employees as well as international volunteers in the field.



Interviews held in the period from September to December 2018 essentially involve employees on permanent contracts. For those on short-term contracts and international volunteers, the supporting document can serve as a basis for drawing up a mission review, which in turn will be useful for identifying the next stage in the employee's/volunteer's career path.

The careers officers will be happy to answer any questions you might have or to discuss specific points in advance of the interviews.

INTRODUCING THE NEW CLASSIFICATION GRID

Given that the table of professions is not pegged to any specific collective agreement, MdM has begun revising the occupation classification, last updated in 2008. The work involves reviewing the list of occupations within the organisation and adopting a method of objectively positioning them within the salary scale.

First begun in 2017, the project restarted in February 2018. Several phases are involved:



- Phase 1: Occupation inventory and description
- Phase 2: Classification of occupations
- Phase 3: Employee positioning
- Phase 4: Salary study and compilation of the grid
- Final phase: Agreement and application

At the same time, potential financial impacts have been simulated and estimated and employees kept updated on an ongoing basis. HR focal persons on the Board are also supporting us with the overall framework of the revision project.

The essential principles of this approach allow us to differentiate between, on the one hand, the positioning of occupations (and not positions) on the classification grid and, on the other hand, the positioning of employees in an occupation and at a level of the classification grid (cf. diagram below).



Many stakeholders have been involved and we would like to thank them for their participation!

- During the job description phase, 22 workshops were held involving 170 direct participants (indirect contributors also took part).
- For each phase, all directors and department heads were approached as well as the Career Development Unit.
- 2 info points and 1 'palaver tree' were organised. For those who weren't able to take part, one of the most recent communication initiatives can be seen on the web page of the internal newsletter *La Boussole* [here](#).
- 15 working groups with Staff Representative Bodies (IRP) have been organised since the start of the project.

In June we signed an agreement with union representatives on the method adopted to signpost the project's different stages and methodological approach. This agreement can be accessed on the intranet [here](#) (HR Department page).

Last week a mail from the Executive Director has been sent to all employee to share what has been done and what 's next.

Work is ongoing, new salary scale is being drawn up and financial impact simulations are being produced too. September and October will see the agreement being negotiated, communicated to staff and implemented.

EXTERNAL RECRUITMENT ACTIVITIES

The 2017/2018 year already seems a long time ago, but it was packed with external initiatives organised by the Recruitment Department and the delegations. On the recruitment side, we undertook 21 HR initiatives in Europe – presentations, professional fairs and forums, seminars, round-tables, panels, etc. The delegation side saw more than fifty separate activities – a seriously impressive achievement!

And when considering such activities, don't hesitate to consult the regularly updated library of HR documents on the intranet for support materials or to contact the recruitment communication officer directly.



THANK YOU !



We'd like to thank the large numbers of you who have passed on our publications on LinkedIn. Since the end of 2017, the presence of the Recruitment Department on this unrivalled professional network has been boosted. Sharing MdM publications helps with our efforts to pinpoint those special people who might come and join our teams. Don't hesitate to use your networks to pass on job offers, as there's no better MdM ambassador than you!

Follow us here: <https://www.linkedin.com/company/medecins-du-monde/> and <https://www.facebook.com/groups/1813440085614431/>

RECRUITMENT COMMITTEE

On the initiative of MdM's Recruitment Unit, we organised the first inter-NGO meeting focusing on recruitment last March. To date, 7 organisations including MdM meet every 3 months to exchange good practice, raise issues of concern and enhance our working methods.



These meetings help shape more strategic consideration of recruitment and of HR development among MdM actors. The next meeting will take place at the job fair for humanitarian professionals in Greater Geneva in October.

DEMATERIALIZED SAFE BOX, WHAT IS THIS!

In the frame of the transformation promoted by Doctors of the World as shaped in the Horizon 2025 project, the Human Resources Department is going to adopt digital processes by making dematerialized safe boxes available to you.



Indeed, Doctors of the World, which prints thousands of pay sheets every year has decided, in an eco-responsible approach and a collaborative spirit, to offer its employees an innovative and friendly service consisting in a quick, safe and free access to their pay sheets.

In plain terms, a **dematerialized safe box** is an online service offering a secure storage of dematerialized content for archiving, listing and consulting digital sensible files such as pay sheets, personal documents, invoices...

Strictly personal with **an access guaranteed over 50 years**, the dematerialized safe box is only accessible by the owner and is not accessible by your employer nor by the trusted third party managing the pay sheets dematerialization. The employee retains use his/her dematerialized safe box even after his/her departure from the organization. With **5 Go of personal secure storage**, everyone can also save documents such as copies of passport or diplomas.

With his/her dematerialized pay sheet regarded henceforth as the original pay sheet, the employee:

- Is protected against losses or destructions of documents in case of removal for example
- Is sure to receive his/her pay sheet straight after issuance: He/She is informed of the delivery of pay sheets in his/her dematerialized safe box by an e-mail of notification
- Has a remote on line access to his/her dematerialized pay sheets at any time
- Is able to deliver his/her pay sheets in electronic format to third parties such as a bank or a real-estate agency

Therefore, by the end of 2018, Doctors of the World will dematerialize the monthly pay sheets. In other words, instead of sending them to you by postal mail and by e-mail or by handing them over to you, Doctors of the World will provide pay sheets to you via your personal dematerialized safe boxes.

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Doctors of the World has chosen to implement the solution of Maeleva Digiposte which is a subsidiary of La Poste.

This service provider will contact you in due time to finalize the opening of your personal dematerialized safe boxes.

We will get back to you on that occasion to provide you with details regarding that service and answer your questions.

WELCOME !

Welcome to Fanny Martin-Born, HRD who will join us October 22!

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



Christelle Prévost (Recruitment/Career Development Assistant) replaces Amélie Thibord (Recruitment Officer) who replaces Géraldine Cogi (Career Development Officer).



Marie-Françoise Travailleur has joined the Community Life Unit as Assistant.



Julia Pierre has had her position within the Career Development Unit extended.



Ingrid Delettre replaces Emilie Dubucq within the training Department. We wish Emilie every success with her mission in Tanzania!



Sophie Capot-Rey replaces Céline Lopez-Doring as HR Administration Manager.



Clémentine Baclet is currently replacing Alice Hennessy as Career Development Manager.



Clara Bigel is leaving Mdm for fresh challenges in CAR with ACF. All the best for the future!



Marie Arenas is returning to Mdm and is replacing Coraline Allanic.