

MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER



Presentation of the “Occupation classification for national staff on international missions” project



Preamble

OF THE WORLD العالم منظمة أطباء LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΔΤΡΟΪ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS S 世界医生组织 MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD العالم منظمة أطباء LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΔΤΡΟΪ ΤΟΥ ΚΟΣΜΟΥ DO ÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD العالم منظمة أطباء LÄKARE I VÄ KOSMΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医 织 LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΔΤΡΟΪ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZ

» Definitions

- **Professional family:** A set of occupations with a common purpose. A family is characterised by a dominant technical nature and a socio-professional culture (e.g. Logistics)
- **Occupations:** A set of jobs that are very close to one other due to common purposes and activities (e.g. Logistician)
- **Job:** A set of activities and tasks performed by a particular individual. This corresponds to an individual work situation (e.g. Logistician based in Djibo)

» The project approach is based on occupations rather than jobs

Raison d'être



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BOARD

Management staff (Horizon 2025 SteerCo)

Objective: Strengthen the dynamism and appeal of the organisation

Objective: Extend social impact across the world

Objective: Increase political and financial independence

- 1. MdM Community
- 2. Human project
- 3. Regionalisation Decentralisation
- 4. Operational dynamics
- 5. International Network Roadmap
- 6. Organisational effectiveness
- 7. Information systems master plan

Priority areas 2018-2020

1.1 Structuring the MdM Community Unit	2.1 Employer image (incl. recruitment pools)	3.1 Clarifying responsibilities at field level	4.1 Thematic framework (priorities, cross-cutting)	5.1 Infrastructure / Coordination	6.1 Improving existing processes	7.1 Collaborative tools
1.2 Promoting engagement	2.2 Mobility pathway (incl. skills management)	3.2 Regionalisation (incl. developing regions)	4.2 Project strategic development	5.2 Operations	6.2 Implementing missing processes	7.2 ERP Finance / HR
1.3 Opening up governance	2.3 Revising job classifications/salary grids	3.3 Decentralisation (Amman Unit, 2 nd unit)	4.3 Defining critical mass	5.3 Positioning	6.3 Improving funding for HQ	7.3 Medical and social data
1.4 Redefining decision-making bodies	2.4 Training (incl. briefing/debriefing)	3.4 International Actions by Regions	4.4 Partnerships	5.4 Fundraising and growth	6.4 Improving the existing organisation	7.4 Document management
1.5 Creating a regulatory body	2.5 Wellbeing in the workplace (incl. telework, office move)		4.5 Quality	5.5 Identity & governance	6.5 Fundraising investment plan	7.5 Business intelligence
1.6 Working on new forms of mobilisation	2.6 Management		4.6 Impact on beneficiaries & innovation	5.6 Bilateral partnerships		



Objectives

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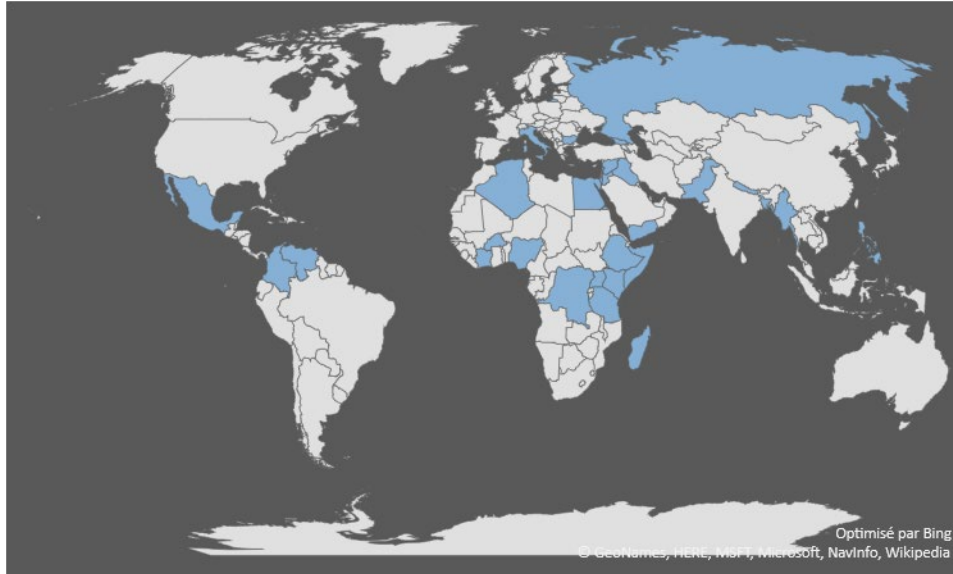
- » The main objective of this project is to implement the HR **Human Project** by:
 - **Harmonising** HR management in France and abroad
 - Integrating into the Information Systems Master Plan objectives with the implementation of **Homère**.
 - Providing a **management framework** for international missions.

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Scope

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- » **All employees covered by local labour law on MdM France's international missions.**
- » **Partners = No**
- » **Service contracts = Not unless this sub-contracting results, temporarily from an administrative constraint (e. g. waiting for registration)**
- » **1,326 national employees out of 482 job titles**



Deliverables

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» The **occupation descriptions**:

- Describing occupations and creating a common reference framework for all employees regardless of the nationality of the law of their contract (and therefore including employees under French law)
- For identical occupations, the occupation descriptions will be unique with the “France” classification (e.g: Coordinator)

» **Tool for weighting** occupations:

- Study of the relevance of using the tool used on the French classification.
- If adjustments are required = argumentation +++++

» **Occupation grid**, which will be the result of the weighting

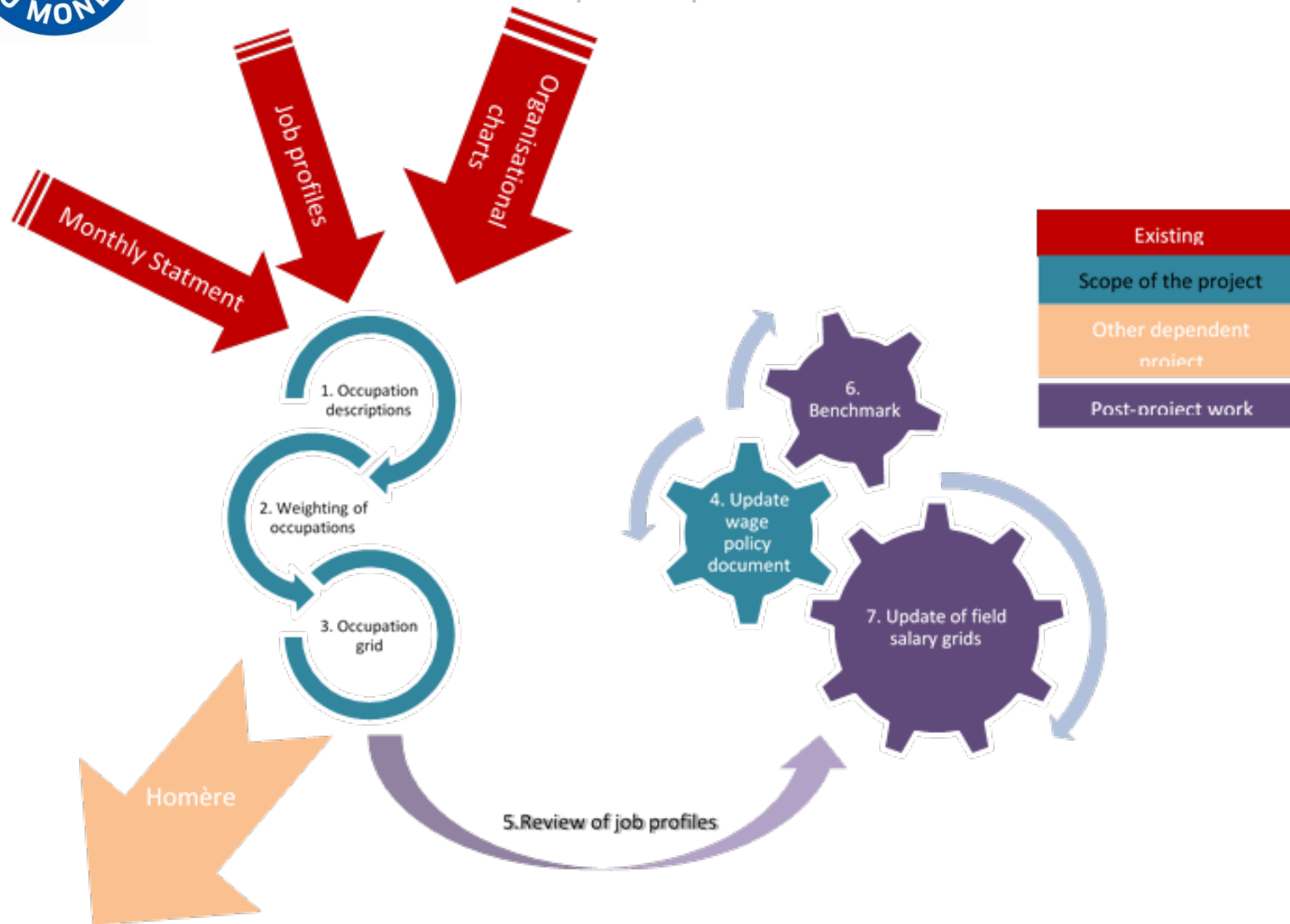
» **Wage policy document on international missions**, taking into account the new grid and the Human Project

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Mechanics

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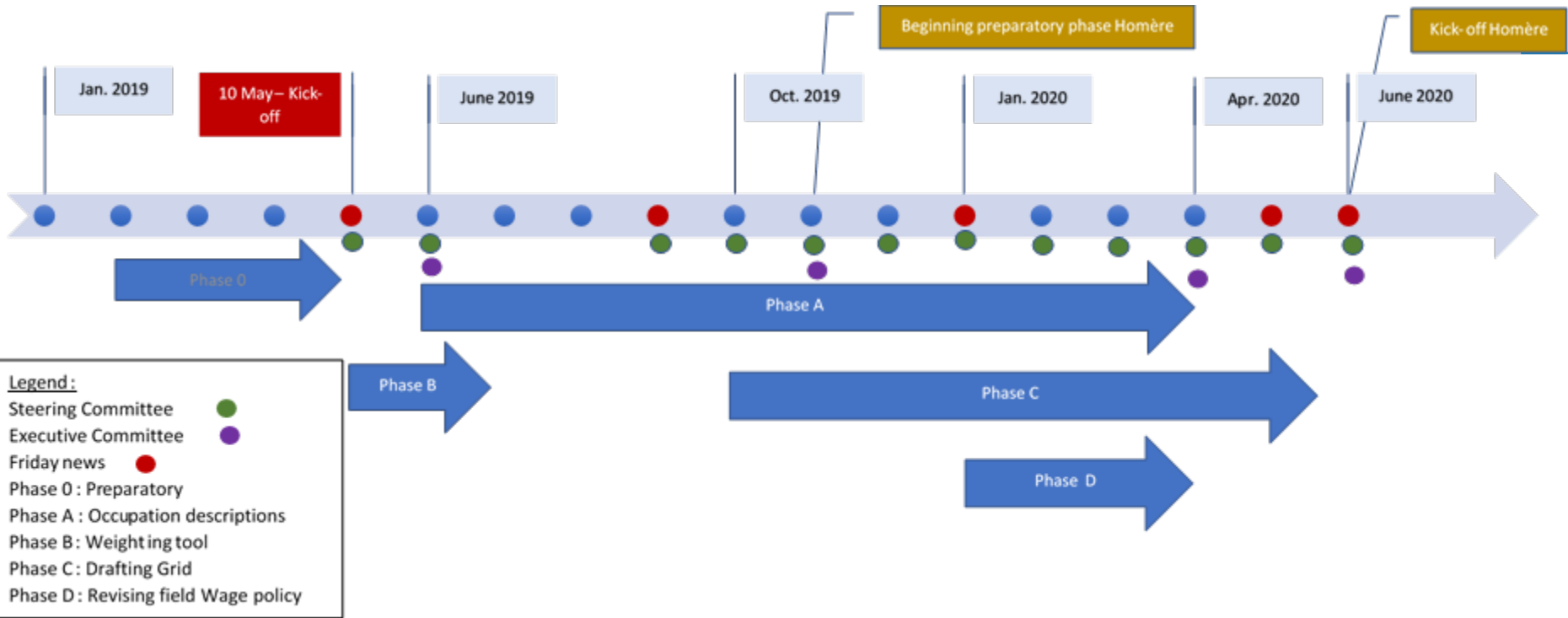
Constraints / Critical points

- » **Two-fold harmonisation:** Among all the international missions and with France.
- » **Communication** and dissemination of information to be prepared in at least 3 languages (French, English, Spanish)
- » **Participation and representativeness:** this will challenge us on our collaborative working tools and will take time
- » **Local legislation**
- » Need for **strong IOD/HRD management** on the project phase and beyond
- » **Availability of actors** (priority conflict, already significant workload, few HRco in the field...)



Provisional planning

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» For more details, please refer to the "planning" annex of the project sheet



Inventory first observation

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» From the compilation of the monthly statements for January 2019, linking the items to the nomenclature of the 'France' classification

Professional Family	Number of listed jobs according to January 2019 monthly statments	In % of total	Comments
Designation			
General Administration	29	2,19%	Mainly occupations related to translating and interpreting
Communication and Information Management	9	0,68%	Occupation such as Liaison Officer
Finance and Human Resources	107	8,07%	Including Admin-log
Information Technology (IT)	20	1,51%	Related to occupations such as database management officer, data input operator...
Logistics et General Services	522	39,37%	
Among others: Housekeeping staff	74	5,58%	These 3 occupations represent over 30% of staff
Driver	155	11,69%	
Guard	181	13,65%	
Program Management and Steering	85	6,41%	Site/General Coordinator and their deputies/assistants + MEAL jobs
Advocacy and Research	11	0,83%	Only 1 job devoted to research
Health and Social	543	40,95%	
Including : Community Facilitation	94	7,09%	Occupations related to community mediation, health promotion, facilitation
Medical Assistance	23	1,73%	Nutritional screening, sterilisation, laboratory
Management	46	3,47%	Occupation related to medical team supervision/management
Healthcare staff	234	17,65%	Doctors, nurses, Midwifery, Clinicians
Pharmacy	40	3,02%	Linked to pharmacy and medicine distribution
MHPSS	91	6,86%	Occupations related to psycho-social support
Technical support	15	1,13%	Medical advisors, technical trainers
Total	1326	100,00%	

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Thank you!