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# YOUR **PAY** AND **BENEFITS** AT **MSF**

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**A GUIDE FOR MOBILE STAFF**

**November 2026**



# A GUIDE FOR MOBILE STAFF

At MSF, you will find meaningful work in an organisation that delivers critical medical care to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. The assistance MSF provides saves and changes lives, and it's our staff that makes this possible.

If you are a mobile staff member at MSF, this publication is for you. Its purpose is to inform you of some of the rewards we provide and to explain the principles and policies that underpin our pay and benefits system. For more detailed information, contact your contracting entity.

## MORE THAN A JOB

The MSF movement attracts people from all over the world who want to use their skills to make a difference through humanitarian work.

Our staff members work extremely hard and are committed, skilled, and adaptable individuals. In return, MSF aims to be a responsible employer and to make working with MSF a choice for the long term.

### A RESPECTED, VALUES-DRIVEN ORGANISATION



*You will be part of a medical humanitarian organisation driven by strong principles, including the highest standards of medical ethics, independence, impartiality and neutrality, speaking out and accountability for its actions.*



### MEANINGFUL AND CHALLENGING HUMANITARIAN WORK

*You will have the opportunity to make a difference and to do work that's professionally challenging, fast-paced and offers great variety.*

**AT MSF  
YOU WILL  
FIND**



### A PASSIONATE MULTICULTURAL TEAM

*You will belong to a team of 65,000 dedicated and professional staff, originating from more than 160 countries around the world.*

### DEVELOPMENT AND OPPORTUNITY

*You will receive preparation for assignments, skills training and opportunities to develop your MSF career.*





## **ONE COMPENSATION SYSTEM FOR ALL MOBILE STAFF**

**At MSF, there is one pay and benefits system for all mobile staff, regardless of the operational directorate sending you on an assignment or your contracting entity. This unified approach ensures consistent compensation principles, a common pay model, and harmonised benefits, including special packages.**

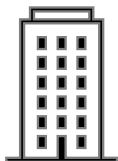
**A single system for all mobile staff is essential for MSF to enable the mobility of staff between programme countries.**

# AN OVERVIEW OF YOUR CONTRACT, PAY AND BENEFITS

## How you will be contracted

### YOUR CONTRACT

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Which office will issue your contract?



Link with income tax and benefits

## The standard rewards package for mobile staff is built on two pillars

### YOUR PAY

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#### Mobile Salary Grid



Salary Level



Step in the level – Individual Pay

### YOUR BENEFITS

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Annual Leave



Insurances & Retirement



Contract-related statutory benefits if applicable



Programme-based benefits such as housing

# YOUR CONTRACT

Where you are domiciled<sup>1</sup> as a mobile staff member determines where you are contracted, which impacts your benefits and income tax.

## WHICH OFFICE WILL ISSUE YOUR CONTRACT?

Today, **most mobile staff are contracted by the International Contracting Office (ICO), under MSF International.** If this is your case, you will receive an employment contract based on Swiss law. Under an ICO contract, MSF does not withhold income tax in Switzerland nor contribute to the social systems because mobile staff contracted by the ICO are not Swiss residents.

**If there is an MSF section able to contract mobile staff in your country of domicile, you will receive an employment contract from that section.** MSF makes the necessary statutory contributions to social systems and withholds income tax wherever required by law. Currently, MSF sections in 19 different countries contract mobile staff.<sup>2</sup>

Regardless of whether you sign a contract with the ICO or with the MSF entity in your country of domicile, you will be seconded to an Operational Directorate (OD) for a mobile assignment managed by that OD.

## HOW DOES THIS IMPACT HOW BENEFITS ARE PROVIDED?

If you are contracted by the International Contracting Office (ICO), benefits are provided through privately organised schemes or direct coverage, up to the level defined in MSF's global benefits policies, where these exist.

If you are contracted by a contracting section in your country of domicile, MSF makes the necessary statutory contributions to social systems where they exist. Benefits are provided by complementing any such systems up to the level of global benefits policies, such as for leave.

In both cases, the pay and benefits packages are determined according to the same [Mobile Staff Rewards policy](#) described in this guide.

## WHAT IS YOUR PLACE OF DOMICILE?

At MSF, your place of domicile determines where your contract is issued, social benefits (if applicable, which will be linked to your home social security system and contract), home base for travel. It is defined as the country which is the epicentre of your personal vital interests. Although the domicile and residence of a person are usually in the same place, and the two terms are frequently used as if they have the same meaning, they are not synonymous. A person can have two places of residence, but only one domicile. It is usually the country where you have chosen to live on a more permanent basis.

There are many factors that help define your domicile, which can include where you pay taxes, where you own or rent a house on a long-term basis, where you're legally able to work, where your dependent family is located, where you would want to be repatriated to in case of a medical evacuation, where you are enrolled to vote, or where your bank accounts are located, among others. Your place of domicile will be defined before you sign your first contract with MSF .

## INCOME TAX OBLIGATIONS

You must comply with the laws regarding income tax declaration and payment in your country of domicile. It is **your responsibility** to do so. These requirements vary from country to country. As mentioned above, if you are contracted by an MSF section in your country of domicile, MSF will withhold income tax from your payroll wherever it is required by law. Although this is not the case for mobile staff with ICO contracts, they remain responsible for understanding and complying with income tax requirements in your country of domicile.

MSF protects staff against double taxation in programme countries. To achieve this, MSF attempts to systematically negotiate tax exemptions on behalf of mobile staff, and any such exemptions are always based on the premise that mobile staff satisfy income tax obligations in their country of domicile.

**Please note:** MSF is currently looking into options to reduce risks around income tax. This is very complex, expected to take some time and may, in the future, impact how tax filing obligations are fulfilled.

<sup>1</sup> Your place of domicile can change if you permanently change the country in which your personal vital interests are located. If it does, it may impact your contract. Usually, such changes take place between assignments.

<sup>2</sup> MSF has contracting offices in: Australia, Austria, Belgium, Canada, Denmark, France, Germany, Greece, Italy, Japan, Luxembourg, the Netherlands, Norway, South Korea, Spain, Sweden, Switzerland, the United Kingdom, and the USA.



# YOUR PAY

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## WHAT YOU NEED TO KNOW



The same Mobile Salary Grid applies for all mobile staff members. Your function level determines your salary level.



The Individual Pay scheme determines your salary step. Our Individual Pay scheme rewards both *Time Worked in MSF* and *Relevant External Experience* (assessed for function levels above GGF level<sup>3</sup> 15).

<sup>3</sup> The Global Grading Framework (GGF) is based on the Korn Ferry Hay Methodology and is used to grade all functions (jobs) at MSF and assign them a functional level.

# YOUR PAY

**MSF salaries are positioned to reflect our humanitarian identity, whilst also endeavouring to recognise the high level of professional expertise you bring to our organisation as a mobile staff member.**

To determine the Global Salary Grid, MSF uses data for the European segment of the international NGO market provided by the MSF Benchmarking Unit.

You will be informed of your exact salary amount by the entity that will provide your contract (see page 5) before you sign your contract.

## MOBILE SALARY GRID & INDIVIDUAL PAY

No matter where you end up working, which Operational Directorate you work for, and which entity provides your contract, the same Mobile Salary Grid applies for all MSF mobile staff. This grid defines what your salary level will be.

There are eight salary levels in the Mobile Salary Grid, and each level has an entry salary and ten possible salary steps.

Your mobile salary depends on:

- Your job function (which determines your salary level)
- Your previous experience, either assessed through *Relevant External Experience*, and/or gained during *Time Worked in MSF* (which determines your salary step within the level)

Programme Function Grid	Mobile Salary Grid	Individual pay										
		+2%		+10%						+20%		
GGF level 3	Salary level	Entry salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	€	€	€	€	€	€	€	€	€	€	€
19	7	€	€	€	€	€	€	€	€	€	€	€
18	6	€	€	€	€	€	€	€	€	€	€	€
17	5	€	€	€	€	€	€	€	€	€	€	€
16	4	€	€	€	€	€	€	€	€	€	€	€
15	3	€	€	€	€	€	€	€	€	€	€	€
14	2	€	€	€	€	€	€	€	€	€	€	€
10 to 13	1	€	€	€	€	€	€	€	€	€	€	€

*You can find the current mobile salary grid amounts in the annex. Salaries are set in euros, and converted to the payment currency of your contracting entity at each salary revision. They are non-negotiable and applied the same for everyone.*

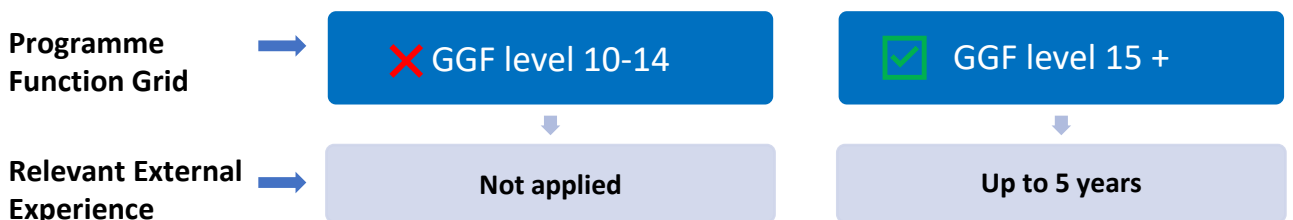
# HOW IS YOUR EXPERIENCE CONSIDERED WHEN YOU JOIN MSF FOR YOUR FIRST ASSIGNMENT?

Your starting salary step depends on your previous experience either:

- Within MSF, counted through *Time Worked in MSF*, and/or,
- Through external work experience considered relevant to the job you will do for MSF, regardless of the sector it was in, assessed through *Relevant External Experience*<sup>9</sup>.

## Individual Pay: *Relevant External Experience...*

It is important to understand that *Relevant External Experience* is only recognised for jobs graded at GGF level 15 and is capped at maximum five steps (or years of experience). The vast majority of mobile staff work in positions at these levels.



At GGF levels 15 and above, functions are divided into a functional category for the assessment of *Relevant External Experience*.

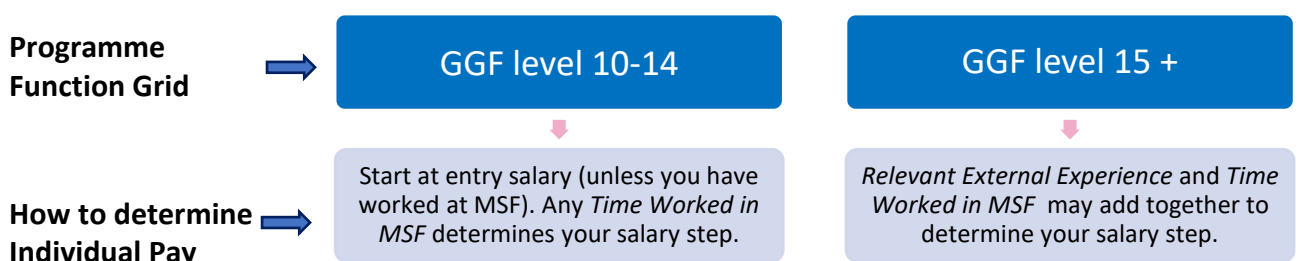


Your previous external work experience is assessed along the five key dimensions of your job's functional category. To be considered relevant, it must meet three of these. The assessment is based on the information provided in your Work Experience Form, CV, and interview.

## ... and/or *Time Worked in MSF...*

MSF values the time you work for us because of the specific knowledge this provides of the organisation and its operations, as well as your commitment to the organisation. Irrespective of the position you hold, for every 12 months of MSF experience you complete, you will move to the next step in your salary level. We call this *Time Worked in MSF* and its impact is capped when you reach the end of the salary range (ten steps).

## ... determine your salary step:



# HOW IS YOUR EXPERIENCE CONSIDERED WHEN YOU JOIN MSF FOR YOUR FIRST ASSIGNMENT?

## Your salary step in practice:

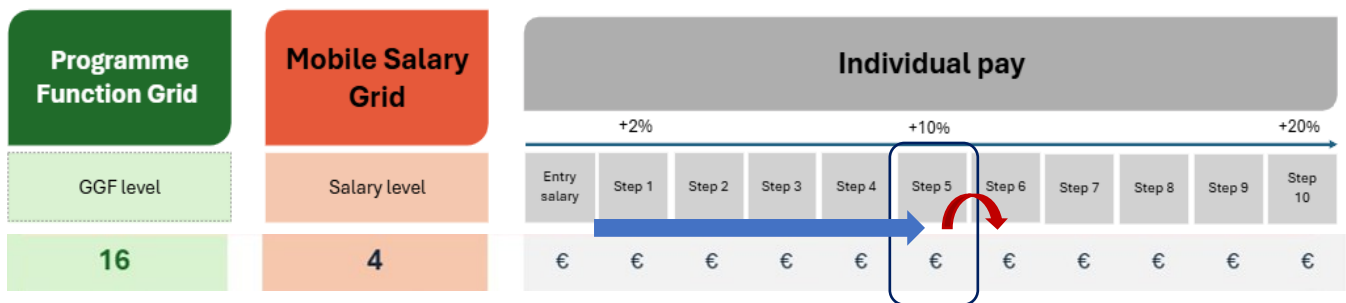
Mobile staff are **usually** recruited into positions at level 10 and above in the Programme Function Grid.



➡ When you join MSF for the first time and take a position at GGF level 15 or above, your external experience will be assessed to determine whether it is relevant for your job. Any resulting *Relevant External Experience* counts for one step per full year of work, capped at five steps.

↻ No matter what step you enter at, you will move a step horizontally for each additional full year of MSF work.

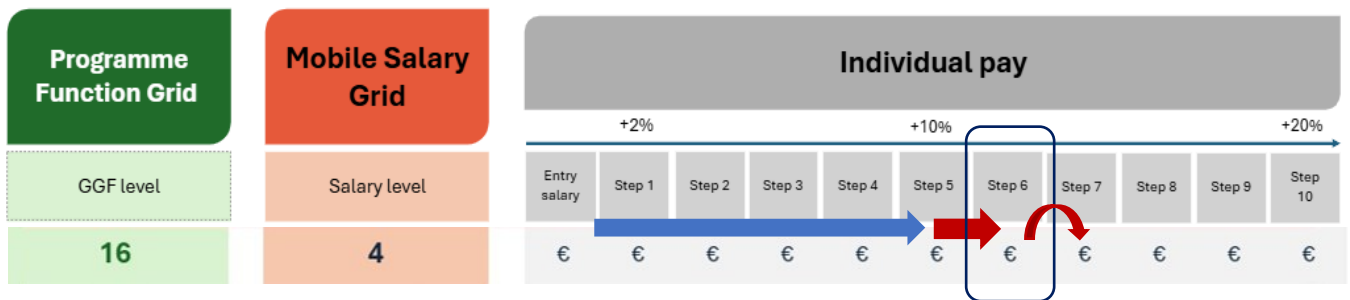
In the example below, 5 years of external experience have been recognised as relevant:



➡ If you already worked for MSF previously, this will also be taken into account through *Time Worked in MSF*. One full year worked counts for one step. This component adds to any *Relevant External Experience* to determine your salary step, until you reach a maximum of ten steps.

↻ No matter what step you enter at, you will move a step horizontally for each additional full year of MSF work.

In the example below, 5 years of external experience have been recognised as relevant and 1 year of MSF experience is counted:



# WAYS YOUR PAY CAN INCREASE

There are several ways your salary can increase during your employment with MSF.

## TIME WORKED IN MSF

Irrespective of the position you hold, for every 12 months of MSF experience you complete, you will move to the next step in your salary level, which represents an extra 2% of the entry salary of your current position. We call this *Time Worked in MSF* and its impact is capped when you reach the end of the salary range (ten steps).<sup>4</sup>

## RELEVANT EXTERNAL EXPERIENCE

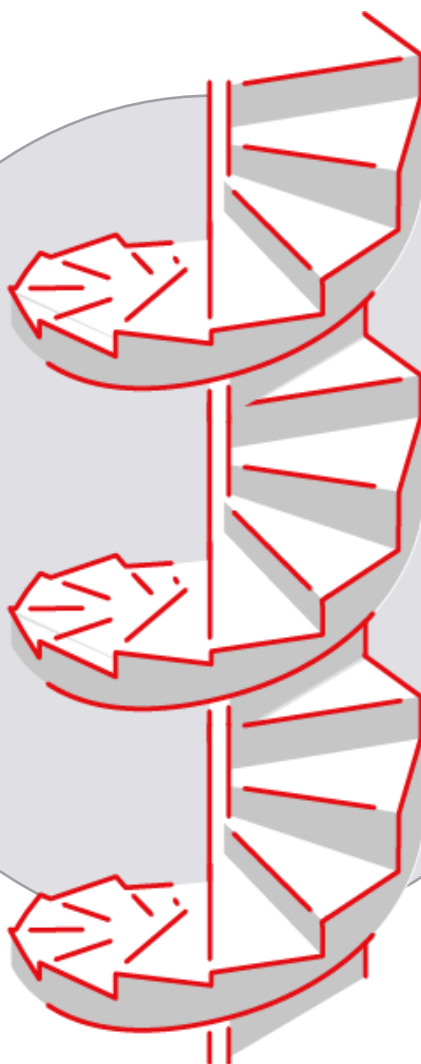
You may gain salary steps through external work experience (assessed as relevant to your current job) if you take a break and return to work with MSF later as a mobile staff, your intervening external work experience may also enable you to gain steps if it is considered relevant to the functional category of the position you take (Specialists, People Management, or Programme Leadership), capped at a maximum of five years or steps. *Relevant External Experience* adds to *Time Worked in MSF* until you reach a maximum of ten years (or steps).

## INCREASED RESPONSIBILITY

As your career progresses, there will be opportunities to take on positions with greater responsibility and, often, a higher salary level. If you move vertically to a different function, your step position may change if your previous external experience is not assessed as relevant for the new role. You will keep any steps earned for *Time Worked in MSF* and continue to accrue them, no matter where you work in the movement, until you reach the maximum of ten total steps.

## PAY SYSTEM 'MAINTENANCE'

MSF benchmarks salaries from international non-governmental organisations (INGOs) on a regular basis. Its salary strategy targets the median of the European segment of the INGO market. Based on this information and other factors, MSF then decides whether to adjust the Mobile Salary Grid. Exchange rates for contracting sections that pay salaries in other currencies than the Euro are also considered at the same frequency.



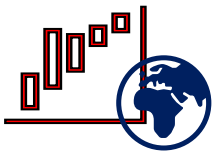
<sup>4</sup> Although Individual Pay has two components, *Time Worked in MSF* and *Relevant External Experience*, once you begin your job your external experience is not reassessed unless you change jobs to another functional category. Thus, your pay only grows through *Time Worked in MSF*, pay system maintenance, or taking a job of increased responsibility.



# PROGRAMME FUNCTIONS

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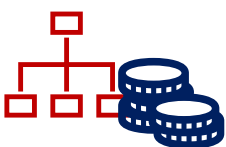
## WHAT YOU NEED TO KNOW



There is one Programme Function Grid (PFG) for all MSF programme positions (whether they are held by mobile staff or country-based staff in programmes is irrelevant)



The function grid is distinct from the salary grid



However, the function grid has a direct relationship with the salary grid; the salary level of a job depends on its function level

# WHAT IS THE PROGRAMME FUNCTION GRID AND HOW DOES IT RELATE TO YOUR PAY?

At MSF, all positions – from Watchman to General Director– are scored using a tool called the Global Grading Framework (GGF). This process enables MSF to ensure all functions are valued and graded consistently.

All MSF programmes use a standard set of functions that have been scored using the GGF and positioned within the Programme Function Grid (PFG). The PFG applies to all programme positions across MSF, whether they are held by mobile-staff or country-based staff.

PROGRAMME FUNCTION GRID (PFG)		MOBILE SALARY GRID
Examples of functions	GGF FUNCTION LEVEL	SALARY LEVEL
Head of Programmes	20	8
Medical coordinators	19	7
Logistics, Supply, HR, Finance, Project Coordinators	18	6
Project Medical Coordinator	17	5
Specialized Medical Doctor, Medical activity Manager, Logistics team leader	16	4
Medical doctor, Project Finance, HR, or Logistics Manager	15	3
Midwife, Logistics Specialist, Nursing Team Supervisor, Psychologist etc.	14	2
Laboratory or Pharmacy Supervisor, Medical Coordinator Assistant	13	1
ICT supervisor	12	
Social Worker, Biomedical Technician, HR or Finance assistant	11	
Intercultural Mediator	10	

The Programme Function Grid illustrates how functions relate to each other. It is distinct from MSF's Mobile Salary Grid, but the two systems have a direct relationship: the salary level of a job depends on its function level. The Mobile Salary Grid has eight salary levels derived from the PFG levels, as illustrated in the above table. Function levels 10 to 13 are grouped into a single salary level because they are used less frequently for mobile staff assignments.

The Programme Function Grid ensures consistent grading of all functions across the various areas in which mobile staff may work, including:



Operations



Medical



Human  
Resources



Finance



Communications



Logistics & Supply





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# YOUR BENEFITS

## WHAT YOU NEED TO KNOW



MSF provides comprehensive benefits, which are an important part of your overall package, designed to care for your needs before, during, and after your work with MSF.



The Mobile Staff Rewards policy defines solid minimum benefits for everyone. In addition, the elements provided by national social systems will vary depending on your contracting section.



There are special packages available for staff who commit for longer periods of time.



There are also some benefits to facilitate staff going on assignment with their families, and benefits for staff whose families remain in their home countries.



# CONTRACT-RELATED BENEFITS



## LEAVE

**Annual leave:** according to your contract type (see special packages section below).

**Public holidays:** Public holidays locally mandated in the assignment country apply to mobile staff, as well as country-based staff.

**Circumstantial leave:** as per global policy (exceptions due to legal requirements in Contracting Section may apply):

**Bereavement leave:** 3 paid working days in case of death of family members (inclusive list included in the global policy)

**Leave for wedding of employee:**  
3 paid working days

**Leave for wedding of child of employee:**  
1 paid working day

**Personal Days:** maximum 3 working days per year for exceptional and/or unexpected personal situations that have to take place during working hours.

Due to the nature of their engagement with the organisation (assignments outside of their domicile), for mobile staff:

- Personal days can be used in case of travel for bereavement leave or serious illness of a family member.
- For these situations, MSF also covers the cost of the ticket back to domicile country.

### Parent leave

- **Birthing leave:** a minimum of 2 weeks paid pre-delivery leave and 18 weeks for post-delivery leave (or more, depending on the contracting section legal requirements)
- **Co-parent leave:** 2 paid weeks for employees whose partner gives birth
- **Adoption leave:** 8 paid weeks for staff adopting a child, or 14 weeks for single parent families or if both parents work for MSF



## INSURANCES

Comprehensive **medical coverage**

Short- and Long-Term **Disability**

**Life insurance**

Accidental **Death** and **Dismemberment**

Lost and stolen **luggage/items**

Medical **evacuation/repatriation**

Professional **liability**



## RETIREMENT

Supporting staff in planning for retirement is part of MSF's benefits package.

Depending on your contracting entity, this will be provided through contributions to national social security retirement systems or to private pension schemes. Mobile staff contracted by the ICO are registered with MSF's International Retirement Savings Plan, to which MSF contributes, with the option for staff to make voluntary contributions.

## OTHER PROVISIONS

MSF also provides for your travel and wellbeing through:

- A pre-departure health check and recommended vaccinations for travelling to your assigned country
- Required visas and work permits
- Round-trip transportation to the country of assignment
- Briefings before heading to the country of assignment
- Psychosocial support during and after your assignment
- Debriefing, and the possibility of personalised career planning and training opportunities to prepare you for future MSF assignments.



## PROGRAMME-BASED BENEFITS

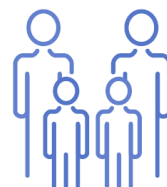
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### HOUSING

**Accommodation:** basic and secure living quarters are provided by MSF. In most cases, this will be together with your MSF colleagues; however, the setup depends on the programme country. Since communal living can be difficult for long periods of time, in some contexts Coordinators on longer assignments may be provided with individual living quarters.

**Utilities** are covered (and housekeeping in most contexts)



### FAMILY POSTINGS

Security conditions permitting, MSF may allow dependants to accompany mobile staff on country programme assignments. This is typically available for staff on long-term assignments and/or in coordination positions, and is subject to the approval of the Operational Directorates (ODs). If MSF agrees to support your family in accompanying you to the country of assignment, you'll receive certain benefits to help enable this, including:

- Individual **housing**, where possible
- Contribution for school fees or childcare
- **Insurance** cover including medical and evacuation
- **Visas, return airfares and vaccinations** Additional return flight tickets to visit the place of domicile and travel back to the assignment country, depending on the duration of the assignment.

## THE DIFFERENT PACKAGES

There are different benefits packages provided to staff who commit to MSF for longer periods of time. Some of them require MSF experience, so speak to your career manager or human resources contact if you think you may be interested.

### STANDARD PACKAGE



#### 'INTERMISSIONERS'

Commitments on an assignment-by-assignment basis (less than 12 months' duration)

##### **Paid leave**

25 working days off per year<sup>6</sup>

##### **Luggage allowance**

20kg

### 'INTERMISSIONER' EXTENSION PACKAGE

##### **Additional return ticket home**

An extra return ticket home if you extend your contract to 12 months or longer. (For contracts of less than 12 months, there are no additional tickets home during this time).

#### **PLUS: CONTRACT AND PROGRAMME-RELATED BENEFITS<sup>8</sup>**

### SPECIAL PACKAGE



#### LONG-TERM ASSIGNMENTS (LTA)

For staff members who make an up-front commitment of 12 months or more on a single assignment

##### **Paid leave<sup>7</sup>**

**LTA 12 - 23-month commitment:** 30 days per year (pro-rated e.g. 45 days off over an 18-month period)

**LTA 24-month commitment or more:** 35 days per year (pro-rated e.g. 70 days off over a 24-month commitment, 87.5 days off over a 30-month commitment)

##### **Luggage allowance**

40kg

##### **Home Child Allowance**

Financial support for dependent children remaining in your country of domicile, in the form of an amount per child (capped at 3) paid monthly with your salary

##### **Additional return ticket home**

A return trip home every six months when on assignment without accompanying dependant(s) or partner in the field.

#### **PLUS: CONTRACT-RELATED AND PROGRAMME-BASED BENEFITS<sup>8</sup>**

<sup>6&7</sup> Since every assignment context is unique, each context-has its own policy on when and where staff may take leave. Where possible, it is recommended that mobile staff members take a week's leave at least every three months.

<sup>8</sup> See pages 14 & 15

**SPECIAL PACKAGE****VOCATIONER**

For staff members who make an up-front commitment of three to five years at a time (upon invitation) (multiple assignments)

**Paid leave**

45 working days off per year

**Luggage allowance**

40kg (in case of assignment of 12 months or more)

**Home Child Allowance**

Financial support for dependent children remaining in your country of domicile, in the form of an amount per child (capped at 3) paid monthly with your salary

**Additional return ticket home**

A return trip home every six months when on assignment without accompanying dependant(s) or partner in the country of assignment. If you have children under the age of 18 back in your country of domicile, you may be entitled to a return trip every three months of an assignment.

**Completion bonus**

A cash bonus paid after completion of the contract (4.5 months of salary after three years; another three months' salary after an additional two years).

**PLUS: CONTRACT- AND PROGRAMME-RELATED BENEFITS<sup>9</sup>****SPECIAL PACKAGE****EMERGENCY TEAM (ET)**

For staff members who make an up-front commitment of 12 months or more on a single assignment

**Paid leave**

45 working days off per year<sup>10</sup>

**Luggage allowance**

20kg

**Home Child Allowance**

Financial support for dependent children remaining in your country of domicile, in the form of an amount per child (capped at 3) paid monthly with your salary

**Additional returns home**

At least one return home during the 12-month period (though it can be more often, depending on the duration of each assignment, needs of the programme country, visa constraints, country of domicile of the person, etc.).

**Completion bonus**

A cash bonus (1.5 months' salary) paid after completion of the 12-month contract.

**PLUS: CONTRACT-RELATED AND PROGRAMME-BASED BENEFITS <sup>9</sup>**

<sup>9</sup> see pages 14 & 15

<sup>10</sup> Emergency projects are very intense especially at the onset. As with all other contexts, these projects have their own policy on when and where staff may take leave but as assignments are generally short(er), fewer opportunities for leave and travel will be available to the mobile staff in those projects. Paid leave for ET members will likely be taken between assignments.



# Still have questions?

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## Your personal situation

Contact your contracting entity<sup>11</sup> or Operational Directorate (OD) to find out whom to ask:

<https://www.msf.org/irp2-staff/contacts>

<sup>11</sup> i.e. the MSF office that issues your contract or ICO.



# ANNEX 1: CASE STUDIES

## CASE STUDY 1



Paola is a mobile staff member from Italy who will begin an assignment in Bangui, Central African Republic (CAR) for 12 months on a Long-Term Assignment (LTA) Special Package as a Medical Coordinator.

She has a child who does not accompany her on the assignment. At the beginning of her contract in CAR, she has completed ten years of MSF experience in programmes and five years of experience as Field Coordinator with another INGO.

### Salary Level

Paola will enter the salary level corresponding to the GGF<sup>12</sup> level of her function. In the Programme Function Grid, the Medical Coordinator function is graded at GGF Level 19. Under the Mobile Salary Grid, level 19 functions are at salary level 7.

### Individual Pay

#### Type of Experience and Duration

10 years at MSF

5 years of external experience outside MSF

#### Experience Recognised for Individual Pay

10 years of *Time Worked in MSF*

Her external experience could have been recognised as relevant, but no assessment is needed for her because she has already reached the maximum step, thanks to her MSF experience.

**Total of 10 years of recognised experience = step 10 of salary level 7**

*See pages 7-8 of this guide for further explanation*

### Contract

Paola will be contracted by MSF Italy.

### Benefits

#### Programme-Based

Accommodation

Home Child Allowance

Fully provided by MSF

Provided for one child

#### Contract-Related

- International insurances
- Retirement (via statutory benefits)
- Other statutory benefits.
- Global Leaves Policy applies, unless the statutory leaves are of higher value in Italy.

<sup>12</sup> The Global Grading Framework (GGF) is based on the Korn Ferry Hay Methodology and is used to grade all functions (jobs) at MSF and assign them a functional level.

## CASE STUDY 2



Jacques is a mobile staff member from DRC who will begin an assignment in Malakal, South Sudan with OCBA for 6 months as a Medical Doctor.

At the beginning of his assignment in South Sudan, he has completed one year of MSF experience as a mobile staff member and six years of experience as a Medical Doctor in DRC and with another INGO.

### Salary Level

---

Jacques will enter the salary level corresponding to the GGF level of his function. In the Programme Function Grid, the Medical Doctor function is graded at GGF Level 15. Under the Mobile Salary Grid, level 15 functions are at salary level 3.

### Individual Pay

---

#### Type of Experience and Duration

1 year at MSF

6 years of external experience outside MSF

#### Experience Recognised for Individual Pay

1 year of *Time Worked in MSF*

5 years of *Relevant External Experience*. All of his external experience is recognised as relevant, but only 5 years will be counted due to the cap.

**Total of 6 years of qualifying experience = step 6 of salary level 3**

*See pages 7-8 of this guide for further explanation*

### Contract

---

Jacques will be contracted by the International Contracting Office (ICO).

### Benefits

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#### Programme-Based

Accommodation

Fully provided by MSF

#### Contract-Related

- International insurances
- Retirement (via International Retirement Savings Plan through United Pension)
- Global Leaves Policy applies

## CASE STUDY 3



Vera is a mobile staff member from Canada who will begin an assignment in Addis Abeba, Ethiopia for 12 months as a Personnel Administration Manager (PAM).

At the beginning of her assignment in Ethiopia, she has completed three years of experience in administration management in the private sector.

### Salary Level

---

Vera will enter the salary level corresponding to the GGF level of her function. In the Programme Function Grid, the Personnel Administration Manager function is graded at GGF Level 16. Under the Mobile Salary Grid, level 16 functions are at salary level 4.

### Individual Pay

---

#### Type of Experience and Duration

3 years of external experience outside MSF

#### Experience Recognised for Individual Pay

3 years of *Relevant External Experience*. All of her external experience is recognised as relevant and counted under *Relevant External Experience*.

**Total of 3 years of qualifying experience = step 3 of salary level 4**

*See pages 7-8 of this guide for further explanation*

### Contract

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Vera will be contracted by MSF Canada.

### Benefits

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#### Programme-Based

Accommodation

Fully provided by MSF

#### Contract-Related

- International insurances
- Retirement (via statutory benefits and complemented as per local practice)
- Other statutory benefits
- Global Leaves Policy applies, unless the statutory leaves are of higher value in Canada

## CASE STUDY 4



Rami is a mobile staff member from Lebanon who will begin an assignment in Port-au-Prince, Haiti for 12 months as a Psychologist.

At the beginning of his assignment in Haiti, he has completed five years of experience as a psychologist, including two at MSF as a mobile staff. He has also worked as country-based staff at an MSF office for four years.

### Salary Level

Rami will enter the salary level corresponding to the GGF level of his function. In the Programme Function Grid, the Psychologist function is graded at GGF Level 14. Under the Mobile Salary Grid, level 14 functions are at salary level 2.

### Individual Pay

#### Type of Experience and Duration

6 years at MSF

3 years of external experience outside MSF

#### Experience Recognised for Individual Pay

6 years of *Time Worked in MSF*

None of his external experience is assessed under *Relevant External Experience* because the psychologist function is below GGF level 15.

**Total of 6 years of qualifying experience = step 6 of salary level 2**

*See pages 7-8 of this guide for further explanation*

### Contract

Rami will be contracted by the International Contracting Office (ICO).

### Benefits

#### Programme-Based

Accommodation

Fully provided by MSF

#### Contract-Related

- International insurances
- Retirement (via International Retirement Savings Plan through United Pension)
- Global Leaves Policy applies

## CASE STUDY 5



Elize is a mobile staff member from South Africa who will begin an assignment in Qamishli, Syria for 12 months as a Head Nurse.

At the beginning of her assignment in Syria, she has completed four years of experience as a mobile staff member at MSF. She has also worked for another two years as nurse manager at 80% in a public hospital in Johannesburg.

### Salary Level

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Elize will enter the salary level corresponding to the GGF level of her function. In the Programme Function Grid, the Head Nurse function is graded at GGF Level 16. Under the Mobile Salary Grid, level 16 functions are at salary level 4.

### Individual Pay

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#### Type of Experience and Duration

4 years at MSF

2 years of external experience outside MSF

#### Experience Recognised for Individual Pay

4 years of *Time Worked in MSF*

2 years of *Relevant External Experience*. All of her external experience is recognised as relevant. Part-time experience is counted as full-time under Individual Pay.

**Total of 6 years of qualifying experience = step 6 of salary level 4**

*See pages 7-8 of this guide for further explanation*

### Contract

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Elize will be contracted by the International Contracting Office (ICO).

### Benefits

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#### Programme-Based

Accommodation

Fully provided by MSF

#### Contract-Related

- International insurances
- Retirement (via International Retirement Savings Plan through United Pension)
- Global Leaves Policy applies



# ANNEX 2: SALARY GRIDS

# YOUR PAY

## MOBILE SALARY GRID & INDIVIDUAL PAY

Programme Function Grid	Mobile Salary Grid	EUR - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	65,000 €	66,300 €	67,600 €	68,900 €	70,200 €	71,500 €	72,800 €	74,100 €	75,400 €	76,700 €	78,000 €
19	7	57,000 €	58,140 €	59,280 €	60,420 €	61,560 €	62,700 €	63,840 €	64,980 €	66,120 €	67,260 €	68,400 €
18	6	50,000 €	51,000 €	52,000 €	53,000 €	54,000 €	55,000 €	56,000 €	57,000 €	58,000 €	59,000 €	60,000 €
17	5	43,500 €	44,370 €	45,240 €	46,110 €	46,980 €	47,850 €	48,720 €	49,590 €	50,460 €	51,330 €	52,200 €
16	4	38,000 €	38,760 €	39,520 €	40,280 €	41,040 €	41,800 €	42,560 €	43,320 €	44,080 €	44,840 €	45,600 €
15	3	33,500 €	34,170 €	34,840 €	35,510 €	36,180 €	36,850 €	37,520 €	38,190 €	38,860 €	39,530 €	40,200 €
14	2	29,250 €	29,835 €	30,420 €	31,005 €	31,590 €	32,175 €	32,760 €	33,345 €	33,930 €	34,515 €	35,100 €
10 to 13	1	25,500 €	26,010 €	26,520 €	27,030 €	27,540 €	28,050 €	28,560 €	29,070 €	29,580 €	30,090 €	30,600 €

Programme Function Grid	Mobile Salary Grid	CHF - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	60,964	62,184	63,403	64,622	65,842	67,061	68,280	69,499	70,719	71,938	73,157
19	7	53,461	54,531	55,600	56,669	57,738	58,808	59,877	60,946	62,015	63,084	64,154
18	6	46,895	47,833	48,771	49,709	50,647	51,585	52,523	53,461	54,399	55,337	56,274
17	5	40,799	41,615	42,431	43,247	44,063	44,879	45,695	46,511	47,327	48,143	48,959
16	4	35,641	36,354	37,067	37,780	38,493	39,206	39,918	40,631	41,344	42,057	42,770
15	3	31,420	32,049	32,677	33,306	33,934	34,562	35,191	35,819	36,448	37,076	37,704
14	2	27,434	27,983	28,532	29,081	29,629	30,178	30,727	31,275	31,824	32,373	32,921
10 to 13	1	23,917	24,396	24,874	25,353	25,831	26,309	26,788	27,266	27,744	28,223	28,701

Programme Function Grid	Mobile Salary Grid	GBP - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	54,880	55,978	57,076	58,173	59,271	60,368	61,466	62,564	63,661	64,759	65,856
19	7	48,126	49,089	50,052	51,014	51,977	52,939	53,902	54,864	55,827	56,789	57,752
18	6	42,215	43,060	43,904	44,748	45,593	46,437	47,281	48,126	48,970	49,814	50,658
17	5	36,728	37,463	38,198	38,932	39,667	40,401	41,136	41,870	42,605	43,340	44,074
16	4	32,084	32,726	33,368	34,010	34,651	35,293	35,935	36,576	37,218	37,860	38,501
15	3	28,285	28,851	29,417	29,983	30,548	31,114	31,680	32,245	32,811	33,377	33,942
14	2	24,696	25,190	25,684	26,178	26,672	27,166	27,660	28,154	28,648	29,142	29,636
10 to 13	1	21,530	21,961	22,392	22,822	23,253	23,683	24,114	24,545	24,975	25,406	25,836

Programme Function Grid	Mobile Salary Grid	JPY - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	10,803,975	11,020,055	11,236,134	11,452,214	11,668,293	11,884,373	12,100,452	12,316,532	12,532,611	12,748,691	12,964,770
19	7	9,474,255	9,663,741	9,853,226	10,042,711	10,232,196	10,421,681	10,611,166	10,800,651	10,990,136	11,179,621	11,369,106
18	6	8,310,750	8,476,965	8,643,180	8,809,395	8,975,610	9,141,825	9,308,040	9,474,255	9,640,470	9,806,685	9,972,900
17	5	7,230,353	7,374,961	7,519,568	7,664,175	7,808,782	7,953,389	8,097,996	8,242,603	8,387,210	8,531,817	8,676,424
16	4	6,316,170	6,442,494	6,568,817	6,695,141	6,821,464	6,947,787	7,074,111	7,200,434	7,326,758	7,453,081	7,579,404
15	3	5,568,203	5,679,568	5,790,932	5,902,296	6,013,660	6,125,024	6,236,388	6,347,752	6,459,116	6,570,480	6,681,844
14	2	4,861,789	4,959,025	5,056,261	5,153,497	5,250,733	5,347,968	5,445,204	5,542,440	5,639,676	5,736,912	5,834,147
10 to 13	1	4,238,483	4,323,253	4,408,023	4,492,792	4,577,562	4,662,332	4,747,101	4,831,871	4,916,641	5,001,410	5,086,180

Programme Function Grid	Mobile Salary Grid	CAD - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	101,355	103,383	105,410	107,437	109,464	111,491	113,518	115,545	117,572	119,599	121,626
19	7	88,881	90,659	92,437	94,214	95,992	97,770	99,547	101,325	103,102	104,880	106,658
18	6	77,965	79,525	81,084	82,643	84,203	85,762	87,321	88,881	90,440	91,999	93,558
17	5	67,830	69,187	70,544	71,900	73,257	74,613	75,970	77,327	78,683	80,040	81,396
16	4	59,254	60,440	61,625	62,810	63,995	65,180	66,365	67,550	68,735	69,920	71,105
15	3	52,237	53,282	54,327	55,372	56,416	57,461	58,506	59,551	60,595	61,640	62,685
14	2	45,610	46,523	47,435	48,347	49,259	50,171	51,084	51,996	52,908	53,820	54,732
10 to 13	1	39,763	40,559	41,354	42,149	42,945	43,740	44,535	45,330	46,126	46,921	47,716

<sup>11</sup> The amounts listed above are stated as annual gross figures. They do not reflect any minimum legal salary which may apply for individual staff members based on each contracting entity's local legal framework. For exact salary amounts applied in a particular contracting entity, and/or a salary for a specific individual, please contact the relevant contracting entity directly.

# YOUR PAY

## MOBILE SALARY GRID & INDIVIDUAL PAY

Programme Function Grid	Mobile Salary Grid	DKK - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	485,017	494,718	504,418	514,119	523,819	533,519	543,220	552,920	562,620	572,321	582,021
19	7	425,323	433,830	442,336	450,843	459,349	467,856	476,362	484,869	493,375	501,882	510,388
18	6	373,090	380,552	388,014	395,476	402,938	410,399	417,861	425,323	432,785	440,247	447,708
17	5	324,589	331,081	337,573	344,065	350,557	357,048	363,540	370,032	376,524	383,016	389,507
16	4	283,549	289,220	294,891	300,562	306,233	311,904	317,575	323,246	328,917	334,588	340,259
15	3	249,971	254,971	259,970	264,970	269,969	274,969	279,968	284,967	289,967	294,966	299,966
14	2	218,258	222,624	226,989	231,354	235,719	240,084	244,449	248,815	253,180	257,545	261,910
10 to 13	1	190,276	194,082	197,888	201,693	205,499	209,304	213,110	216,915	220,721	224,526	228,332

Programme Function Grid	Mobile Salary Grid	NOK - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	759,623	774,816	790,008	805,201	820,393	835,586	850,778	865,971	881,163	896,356	911,548
19	7	666,131	679,454	692,777	706,099	719,422	732,745	746,067	759,390	772,712	786,035	799,358
18	6	584,325	596,012	607,698	619,385	631,071	642,758	654,444	666,131	677,817	689,504	701,190
17	5	508,363	518,531	528,698	538,865	549,033	559,200	569,367	579,534	589,702	599,869	610,036
16	4	444,087	452,969	461,851	470,733	479,614	488,496	497,378	506,260	515,141	524,023	532,905
15	3	391,498	399,328	407,158	414,988	422,818	430,648	438,478	446,308	454,138	461,968	469,798
14	2	341,831	348,668	355,505	362,341	369,178	376,015	382,851	389,688	396,524	403,361	410,198
10 to 13	1	298,006	303,967	309,927	315,887	321,847	327,807	333,767	339,727	345,687	351,648	357,608

Programme Function Grid	Mobile Salary Grid	SEK - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	723,769	738,245	752,720	767,196	781,671	796,146	810,622	825,097	839,573	854,048	868,523
19	7	634,690	647,384	660,078	672,772	685,466	698,159	710,853	723,547	736,241	748,935	761,628
18	6	556,745	567,880	579,015	590,150	601,285	612,420	623,555	634,690	645,825	656,960	668,094
17	5	484,369	494,057	503,745	513,432	523,119	532,806	542,494	552,181	561,869	571,556	581,243
16	4	423,127	431,590	440,053	448,515	456,978	465,440	473,903	482,365	490,828	499,290	507,753
15	3	373,020	380,481	387,941	395,402	402,862	410,322	417,783	425,243	432,704	440,164	447,624
14	2	325,696	332,210	338,724	345,238	351,752	358,266	364,780	371,294	377,808	384,322	390,836
10 to 13	1	283,940	289,619	295,298	300,977	306,656	312,334	318,013	323,692	329,371	335,050	340,728

Programme Function Grid	Mobile Salary Grid	USD - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	72,352	73,800	75,247	76,694	78,141	79,588	81,035	82,482	83,929	85,376	86,823
19	7	63,447	64,716	65,985	67,254	68,523	69,792	71,061	72,330	73,599	74,868	76,137
18	6	55,655	56,769	57,882	58,995	60,108	61,221	62,334	63,447	64,560	65,673	66,786
17	5	48,420	49,389	50,357	51,326	52,294	53,262	54,231	55,199	56,168	57,136	58,104
16	4	42,298	43,144	43,990	44,836	45,682	46,528	47,374	48,220	49,066	49,912	50,758
15	3	37,289	38,035	38,781	39,527	40,273	41,018	41,764	42,510	43,256	44,002	44,747
14	2	32,559	33,211	33,862	34,513	35,164	35,815	36,467	37,118	37,769	38,420	39,071
10 to 13	1	28,385	28,953	29,521	30,089	30,656	31,224	31,792	32,359	32,927	33,495	34,062

Programme Function Grid	Mobile Salary Grid	AUD - INDIVIDUAL PAY <sup>11</sup>										
GGF Level	Salary Level	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	8	112,619	114,872	117,124	119,377	121,629	123,881	126,134	128,386	130,639	132,891	135,143
19	7	98,759	100,735	102,710	104,685	106,660	108,635	110,611	112,586	114,561	116,536	118,511
18	6	86,630	88,363	90,096	91,828	93,561	95,293	97,026	98,759	100,491	102,224	103,956
17	5	75,369	76,877	78,384	79,892	81,399	82,906	84,414	85,921	87,429	88,936	90,443
16	4	65,839	67,156	68,473	69,790	71,107	72,423	73,740	75,057	76,374	77,691	79,007
15	3	58,043	59,204	60,365	61,526	62,687	63,848	65,009	66,170	67,330	68,491	69,652
14	2	50,679	51,693	52,707	53,720	54,734	55,747	56,761	57,775	58,788	59,802	60,815
10 to 13	1	44,182	45,066	45,950	46,833	47,717	48,601	49,484	50,368	51,252	52,135	53,019

<sup>11</sup> The amounts listed above are stated as annual gross figures. They do not reflect any minimum legal salary which may apply for individual staff members based on each contracting entity's local legal framework. For exact salary amounts applied in a particular contracting entity, and/or a salary for a specific individual, please contact the relevant contracting entity directly.