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YOUR PAY AND BENEFITS AT MSF

A GUIDE FOR MOBILE STAFF

November 2026

MEDECINS SANS FRONTIERES

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.

AT MSF YOU WILL FIND

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.

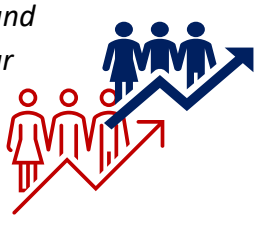


A PASSIONATE MULTICULTURAL TEAM

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

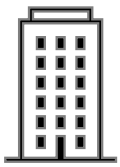
At MSF, there is one pay and benefits system for all mobile staff, regardless of the operational directorate sending you on an assignment or your contracting entity. This unified approach ensures consistent compensation principles, a common pay model, and harmonised benefits, including special packages.

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



Which office will issue your contract?

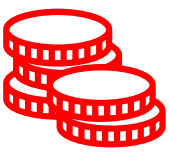


Link with income tax and benefits

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

YOUR PAY

Mobile Salary Grid



Salary Level



Step in the level – Individual Pay

YOUR BENEFITS



Annual Leave



Insurances & Retirement



Contract-related statutory benefits
if applicable



Programmme-based benefits
such as housing

YOUR CONTRACT

Where you are domiciled[1] 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.[2]

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.

[1] 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.

[2] 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 at GGF level [3] 15 and above).

[3] 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% of entry salary			+10% of entry salary						+20% of entry salary
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	€	€	€	€	€	€	€	€	€	€	€

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.

[3] 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.

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.*

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 above, and is capped at maximum five steps (or years of experience). The vast majority of mobile staff work in positions at these levels.

Programme Function Grid	✗ GGF level 10-14	☑ GGF level 15 +
Relevant External Experience	**Not applied**	**Up to 5 years**

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



Specialist | Programme Leadership | People Management

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:

Programme Function Grid	GGF level 10-14	GGF level 15 +
How to determine Individual Pay	Start at entry salary (unless you have worked at MSF). Any *Time Worked in MSF* determines your salary step.	*Relevant External Experience* and *Time Worked in MSF* may add together to determine your salary step.

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

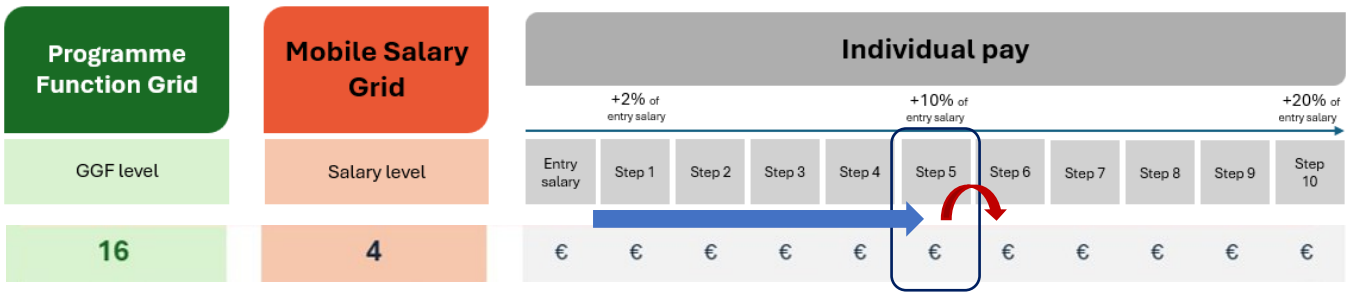
Your salary step in practice:

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

When you join MSF for the first timeis and take a position at GGF level 15 or above, your external experience will be assessed to determine whether it 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.

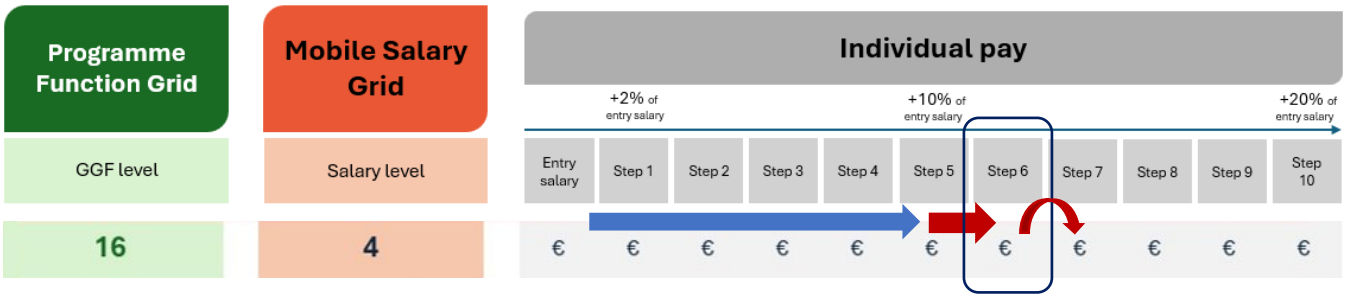
In the example below, 5 years of external experience have been recognised as relevant:



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:

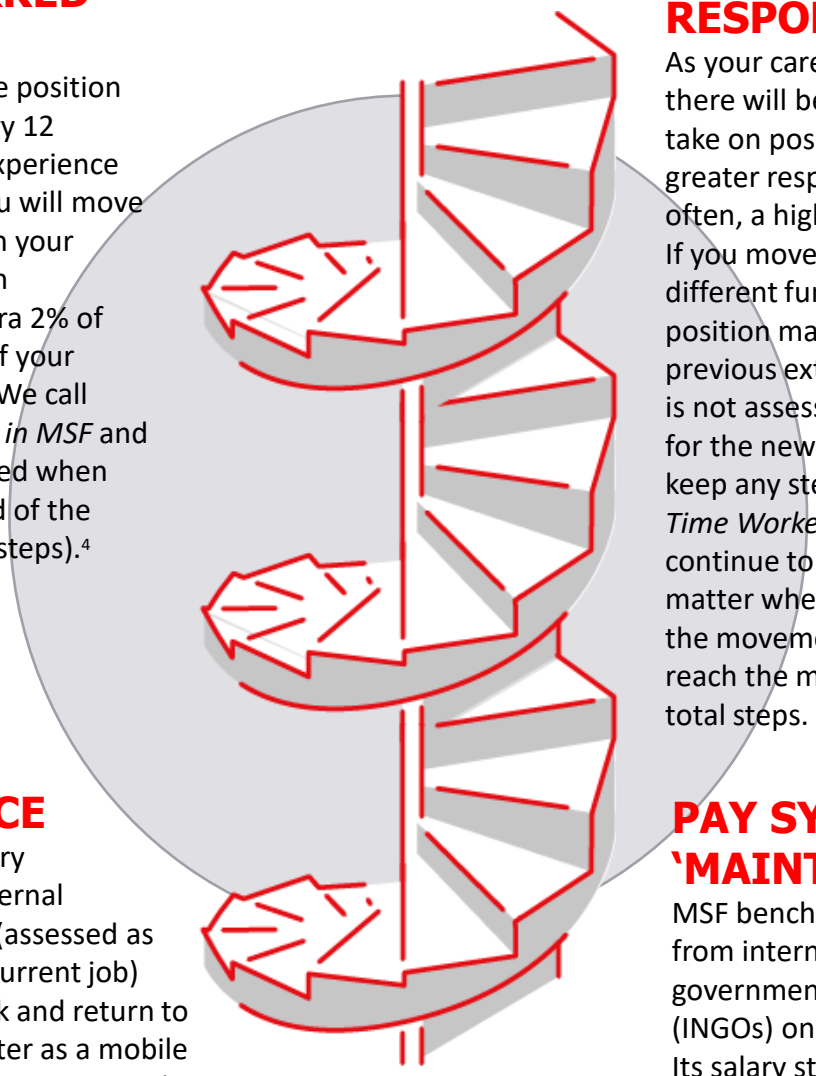


WAYS YOUR PAY CAN INCREASE

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).[4]



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.

[4] 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



YOUR BENEFITS

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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



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)



TRAVEL ALLOWANCE

Meals while travelling for work: An amount to cover basic local meals when you travel away from your regular place of work for either overnight trips or outside typical working hours (if the meal is not directly provided by MSF).



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.

Personal finances: although you are eligible for the benefits listed above during your assignment in a programme, you will have to cover other daily expenses, such as food and personal items. You will need ensure you are able to access funds. Here is some general guidance to help you prepare. In some programme locations, access to cash and other payment methods is problematic. Mobile staff may request optional monthly salary advances in cash, which will be deducted from their net salary in the following payroll month. You will receive information on how to request such advances as part of your preparation and on-boarding.

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[6]

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[8]

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[7]

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[8]

[6&7] 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.
[8] 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[9]

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[10]

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 [9]

[9] see pages 14 & 15
[10] 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.



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 [12] 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	Experience Recognised for Individual Pay
10 years at MSF	10 years of *Time Worked in MSF*
5 years of external experience outside 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	Fully provided by MSF
Home Child Allowance	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.

[12] 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	Experience Recognised for Individual Pay
1 year at MSF	1 year of *Time Worked in MSF*
6 years of external experience outside 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

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	Experience Recognised for Individual Pay
3 years of external experience outside MSF	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

Vera will be contracted by MSF Canada.

Benefits

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	Experience Recognised for Individual Pay
6 years at MSF	6 years of *Time Worked in MSF*
3 years of external experience outside 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

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

Type of Experience and Duration	Experience Recognised for Individual Pay
4 years at MSF	4 years of *Time Worked in MSF*
2 years of external experience outside 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

Elize 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