

MSF Essentials - General Onboarding




















for all staff (Locally Hired Staff - LHS, and International Mobile Staff - IMS)

Note that if you have access to LIGO, you will find the same information and reminders there.



1. Mandatory for all staff - LHS and IMS (±13 hours)

Learn about MSF's culture, social mission, organization, activities and expected behaviours.

	Welcome to MSF (Interactive Online Class)		10 hours in 2 days (done every 6 weeks)	Contact your recruiter or L&D to register	
or		Welcome to MSF (face-to-face in your mission)		16 hours -2 days	Contact the HRCO or PDM in your mission
	Responsible Behaviour (on Tembo)		50 minutes	 Link	
	DEI - Diversity Equity and Inclusion (on Tembo)		50 minutes	 Link	
	Safe Abortion Care - SAC (video)		8 minutes	 Link	
	Duty of Care (video)		4 minutes	 Link	
	Data Protection (on Tembo)		30 minutes	 Link	



2. Mandatory for IMS first assignment (±3.5 hours)







Start preparing for your first assignment, ask all your questions before arriving, and know the basics of working with others.

	Life on Assignment (Interactive Online Class)		3.5 hours (done every 6 weeks)	Contact your recruiter or L&D to register
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3. Mandatory for Managers and Supervisors (±2 hours)

As Manager or Supervisor, you have a key role. Take a look at the basics you should have as leader

	Adaptive People Management (on Tembo)		25 minutes	 Link
	My role as People Manager (tool box)		1.5 hours	 Link

Legend



A self-directed learning activity, participants have free access and complete at their own pace



Online class on fixed dates, participants must be registered by their recruiter or career manager



Face-to-face session



Video, participants have free access and can view it at their own pace



A document that participants can consult at their own pace

