

How to write a CV for MSF

Why your CV is important

We need to see your detailed experiences to determine whether your background matches current field needs and that you meet all the essential criteria for your position. The recruitment process is competitive, so your CV is very important, your listed skills and experiences differentiates you from other candidates.

Please note some positions will require you to complete a specific CV template and in addition you will still need to submit a standard CV.

What information does MSF need to see on your CV?

There are various CV styles, but every CV should consistently encompass details of your professional accomplishments and expertise within your field, rather than merely listing your educational background and work history.

The minimum details you should include are:

• Name & Contact details

Email and phone number

• Education/Training:

Include professional qualifications and any relevant training courses specific to the essential criteria for the position you are applying for. All qualifications listed should have dates of completion and professional institution.

• Professional experience:

Include names of organizations that you have worked for, dates of employment (start & finish; mm/yyyy format); job title; job responsibilities with particular focus on those that relate to the essential criteria for the MSF role you are applying for. It is usual to list your most recent experience first.

• Supervising and training staff

For MSF international staff positions, having experience of managing, supervising and/or training staff is essential, so include details of any relevant experience and management training you have undertaken.

• Volunteer experience

Include volunteer and other NGO field experience, including dates (start/finish) in Australia/New Zealand and overseas.

• Overseas travel and remote experience

Include the places you have travelled to, whether you worked there, studied or volunteered and how this would be relevant to a position with MSF.

• Other things of interest

Languages spoken (and level if known), IT skills (word, excel and relevant professional software), other qualifications (if any), hobbies etc.

• Length of CV

Usually, this will be 2-5 pages. We will not accept CVs more than 5 pages.

• MSF Skills Checklist

Some MSF positions require you to complete a skills checklist. It is important you are transparent in your self-assessment as this document is used to match you to an appropriate assignment and to ensure you receive the level of support required on assignment. We do not expect candidates to be 'expert' in all areas.

Please see work experience examples as follows:

E.g. <Paediatrician>

Paediatric Consultant | AAA Hospital, Sydney, Australia | August 2002 - present
Responsible for providing 30 to 50 consultations per shift in outpatient ward for 3 half days a week.

In charge of inpatients of paediatric ward (30 beds) and NICU (6 beds), performing medical examinations as a senior paediatrician.

Supervised 5 junior doctors in paediatric ward.

Organized and facilitated monthly study meetings for paediatric respiratory diseases since August 2002.

E.g. <Nurse>

Remote Area Nurse/Clinical Nurse Manager | BBB Health Service, Alice Springs |, Feb1996 - May 2002

Support chronic disease clients in the planning of care which includes self-management goals and coordinated team care arrangements when necessary.

Facilitate and participate in community screening activities and outreach clinical care.

Work with a client centred approach, taking into consideration client's cultural practices and beliefs in relation to health and wellbeing.

Supervised 3 Registered Nurses and five Assistant Nurses as a shift leader for two years.

Sub-leader of Infectious Control team for two years.

E.g. <Pharmacist>

Pharmacist | CCC Pharmacy, New Plymouth, New Zealand (150 out patients per day) | April 1998 – Dec 2004

Engaged in filling prescriptions and advising patients on taking medicines.

Trained 2 junior staff per year and managed 3 pharmacists on a daily basis to monitor their quality of performance and evaluate them on a quarterly basis.

In charge of stock management and supervised monthly, quarterly and annual inventory checks for all medicines and some medical equipment.

E.g. <Logistician>

General Manager | DDD International Guest House, Hanoi, Vietnam | Feb 2003 – May 2007

Managed the International Guest House (100 rooms). Supervised accounting, advertising, facility control and building maintenance, sanitary supervision, claim processing, staff training, etc. Achieved full occupancy 2 months earlier than the company's target date.

Maintained the high occupancy rate (90%) during entire term of office. Dealt with guests from 40 different countries, with varying language proficiencies.