

II- Approved by Director of Labour Office Malakal H. es



**MSF SPAIN IS OPENING THE RECRUITMENT OF: HUMAN RESOURCES ASSISTANT  
(BASED IN MALAKAL/FIXED CONTRACT (3 MONTHS NON RENEWABLE)/ LEVEL 6**

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

### **Main Purpose**

Execute administrative, HR and legal related tasks to support the Project HR Manager following MSF standards and procedures, in order to ensure legal compliance and to realize the HR capacity required to achieve project objectives

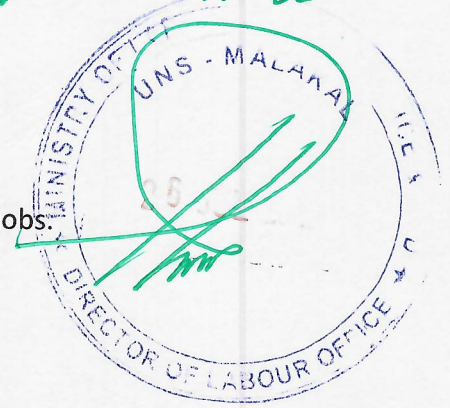
### **Main Duties & Responsibilities**

- Under supervision of the Project HR Manager managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal files to facilitate HR processes management.
- Updating Social security Tax office files in order to meet legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance
- Preparing employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the Project HR Manager

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MSF approval*

## REQUIREMENTS

- Desirable finance, business or administration related diploma.
- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.
- Essential computer literacy (word, excel, internet)



## COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Stress Management

## HOW TO APPLY

Interested applicants can submit their motivation letters and updated CV, relevant academic certificates, previous work certificates and nationality ID.

Application should be addressed to:

**ADMINISTRATIVE MANAGER, MSF SPAIN, MALAKAL.**

Submission can be done by E-mail: [msfe-malakal-admin@barcelona.msf.org](mailto:msfe-malakal-admin@barcelona.msf.org) or

**DROP TO MSF SPAIN, ADMINISTRATION OFFICE, MALAKAL or ULANG**

With clearly written job title and updated contact numbers.

Closing date for submissions: 9/08/2023 at 17:00 hrs.

We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.

*Applications once submitted, will not be returned to applicants.*

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidentiality.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

*Done in Malakal, 26<sup>th</sup> July 2023.*