



**MSF SPAIN IS OPENING THE RECRUITMENT OF: FINANCE AND HUMAN RESOURCES ASSISTANT (01) (BASED IN ULANG / PERMANENT CONTRACT( STARTING WITH 6 MONTHS)/ 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 tasks and do follow up of project accountancy, according to administration manager's indications and **MSF** procedures, in order to ensure legal compliance and keep a strict control over monetary resources.

### **Main Duties & Responsibilities**

- Execute administrative and legal related tasks, under supervision of the Administrator Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending **MSF**'s interests.







- Follow up 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.
- Assist the administration manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Administration Manager.
- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Administration Manager and/or the Accounting Manager (ACMA).
- Support the Administration Manager in translating documents into local language. Assists the Administration Manager in meetings upon request.

#### MSF SPECIFIC ACCOUNTABILITIES

### HUMAN RESOURCES AND ADMINISTRATION

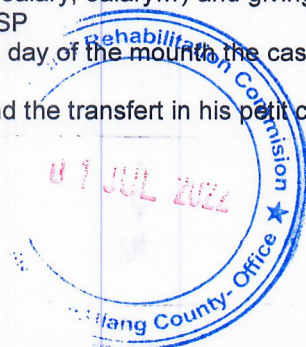
~~Human Resources and Admin~~

- Support the admin in the registration to the labour regulation in Ulang (ROSS) : recruitment document (job opening and differents shorted list till the recruitment will be close);
- Be sure that new staff sign all documents according the internal regulation : Contrat, Job description, MSF charter...
- Ensure that all HR temple be enought for all staff : Paid live form, over time sheet, daily worker request sheet...
- Prepare the briefing file for the staff hiring (NS);
- Prepare each week daily worker folling the salary scale grid of DW implemeted in the mission and before the end of each month prepare the monthly report ;
- Encoded all staff in Homere sotware : New staff, renewal contract, endedum, PMS
- Collect all work hour planning, over time of holyday, flight ticket request;
- Opened the liste of advance salary and encoded in Homere
- Follow the cooks and cleaners worker who respond directly upon administration departement, organise visite the place where they work, define the objectif and plan the PMS;
- Ensure the incoming of the consummable of administration office

#### Finance

- Centralise all payment (supplier, advance salary, salary...) and giving to LEM;
- Records all expesives in FFC : USD and SSP
- Prepare every end of the week and the last day of the month the cash and doing the cash up every end week;
- Follow properly the expesives from LEM and the transfert in his petit cash;

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## REQUIREMENTS

Education	Finance, business or administration related diploma
Experience	At least two years in relevant jobs (In MSF or others NGOs)
Languages	Local language essential. Mission language desirable.

## COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural 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:

Admin FIN/HR MANAGER, at MSF SPAIN OFFICE IN ULANG, IN MALAKAL AND JUBA  
OR BY MAIL : [msfe-ulang-admin@barcelona.msf.org](mailto:msfe-ulang-admin@barcelona.msf.org)

With clearly written job title and updated contact numbers.

Closing date for submissions: 08/08/2022 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 Ulang, 1<sup>st</sup> August 2022.

