

Médecins Sans Frontières – BELGIUM (MSFB) in RENK PROJECT is recruiting a

HR ASSISTANT (1)

Médecins Sans Frontières (MSF) is an international, non-governmental, medical relief organization which provides assistance to populations in distress, to victims of natural disasters and armed conflict irrespective of race, gender, religion, creed or political convictions.

MAIN PURPOSE OF THE FUNCTION

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

ACCOUNTABILITIES

- 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

MSF CONTEXT SPECIFIC ACCOUNTABILITIES

- Ensuring full management of movements, including but not limited to flight and vehicles bookings, with strict attention to detail and all arrangements completed accurately and in a timely manner.
- Ensuring close supervision of cooks and cleaners, guaranteeing that all tasks are performed in line with established quality standards.
- Managing all daily worker-related tasks, including contacting daily workers upon validated request from line managers, maintaining updated lists, preparing all documentation for administrative and finance purposes, etc. with accuracy and in a timely manner.
- Managing all MoH-related administrative tasks, including follow-up of daily and monthly attendance sheets, liaising with MoH when required, and preparing payment documentation, etc. ensuring precision and timely processing.
- Preparing Supply Internal Requests and Quarterly orders for the Administration department in a timely and accurate manner and handle and ensure proper stock management and follow-up.
- Ensuring proper archiving and filing of all documents in a structured and timely manner.

MINIMUM REQUIREMENTS AND COMPETENCIES

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|-------------------|--|
| Education | <ul style="list-style-type: none">• Essential finance, business or administration related diploma. |
| Experience | <ul style="list-style-type: none">• Essential previous working experience of at least two (2) years in relevant jobs.• Essential experience of at least two (2) years with any I/NGO in developing countries. |



Languages	Essential good written and spoken English and Essential Arabic
Knowledge	<ul style="list-style-type: none"> • Proficiency in Microsoft Office essential • Strong communication, organizational and soft skills
Competencies	<ul style="list-style-type: none"> • Results and Quality Orientation • Teamwork and Cooperation • Behavioural Flexibility • Commitment to MSF Principles • Stress Management

دعوة لبيع



WORKING HOURS AND SALARY

- FULL TIME: 176 HOURS PER MONTH
- SALARY WILL BE PAID ACCORDING TO THE MSF SALARY GRID LEVEL 06

HOW TO APPLY

1. Follow the below link OR scan the QR code to access the online job application survey. Candidates must fill in the survey in order to be considered for shortlisting: <https://forms.office.com/e/qCnxdKqgrd>



2. After completing the survey, send the following documents to email: MSFOCB-Renk-recruitment@brussels.msf.org
 1. CV and motivation letter
 2. Copy of relevant diplomas
 3. Copy of work certificates
 4. Copy of South Sudanese National ID
 5. Labour card

Incomplete applications will not be considered.

3. You can also send the hard copies of all required documents to Médecins Sans Frontières – BELGIUM project locations in Juba, Yei, Kajo Keji, Renk, Boma and Maruwa.

The interested candidates must answer the online survey and submit their documents before **7th OF MAY 2026 AT 4 PM.**

The reference [HR ASSISTANT] must be stated in the email to be valid or written on the envelope submitted in hard copies. All applications will remain the property of MSF-B.

Only short-listed candidates will be announced and invited for the next step of the recruitment process.

MSF is an equal opportunity employer that values diversity. Men, women and people with disabilities are encouraged to apply. MSF is committed to hiring candidates who will contribute positively to creating safe and respectful work environments.

MSF does not charge a fee at any stage of the recruitment process. All applications are free for all candidates and no one should require any payment or compensation during the recruitment process. May the candidate be asked for any fee, he/she must report to MSF Administration through the recruitment contact.

