

EXTERNAL POSTING



MSF Switzerland
Hai Malakal
Juba Town
South Sudan

JOB VACANCY **PERSONNEL ADMINISTRATION MANAGER – JUBA** **NUMBER OF VACANCIES: 01**

Médecins Sans Frontières (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

MSF South Sudan is currently seeking to employ a qualified candidate for the above position on the basis of 6-months fixed term contract renewable, with a trial period of 3 months:

Main Purpose:

Is responsible of ensuring that MSF is a Responsible employer in the mission, supports proper management of HR across the board and assumes full responsibility of all Administrative and legal issues in the Mission.

Scope of responsibilities:

- Know labour legislation in force in mission country; keep her/himself informed of any amendment made in labour legislation by regularly checking legislation sources and/or regularly meeting with lawyer, other local authorities at this level;
- Know all MSF policies, procedures, tools, standards and principles regarding all staff (national, international, regional, etc.) working conditions, benefits and remuneration, job profiles and function grids, health coverage, etc., adapts them to the Mission reality and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff throughout the Mission.
- Is responsible for the proper implementation and follow up of internal regulations and terms of employment contracts of all national staff, ensuring that all staff is employed in the frame of fair labour conditions, and according to local legislation, MSF HR vision, values and principles.
- In close collaboration with HRCO, ensures regular administrative meetings with all staff throughout the mission take place in order to ensure they are aware and respect their rights and duties and to inform them of any change in Labour legislation and general employment framework which may affect them (i.e. legal amendments, changes in local practices, new HR-Admin policies or procedures, amendments to Internal Regulations, etc.).
- Is responsible to ensure that all functions and job profiles at Mission level meet with the Mission's function grid approved by HQ and are aligned with MSF Standard Job Profiles and Function Grid, and that any new function or amendment to an existing one (including significant changes in responsibilities and/or mixing existing functions) are requested in advance to HRCO and HRO/REHUCO for previous validation by HQ.
- Identifies deviations and shares them with HRCO in order to draw an action plan in case corrections are needed/convenient.



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- Is responsible to ensure that National Staff remuneration (salary, post adjustments, compensations, final settlements, etc.) and benefits (holidays, leaves, social coverage, health coverage, etc.) meet with the Mission's salary grid validated by HQ, Internal Regulations and HR policies, ensuring MSF acts as a responsible employer at any time.
- In close coordination with the Finance Coordinator, ensures fulfillment of national legislation regarding employees' taxes and social security at Mission level, checks that monthly declaration forms for taxes and employee/employer social security contributions are correct and sends them to the Finance Department.
- Informs HRCO in case a legal risk is detected within her/his area of responsibilities and suggests actions to take in order to prevent it. Follows up employees' claims and keeps HRCO informed at any time.
- Ensure that MSF, as an employer, as well as all MSF employees comply with safety and risk prevention measures as stated by local legislation and/or MSF standard policies and procedures.
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents upon request of HRCO.
- Knows Homere in depth and ensures a proper parameterization, use of the system and quality of data throughout the Mission, being her/himself the Missions' technical reference in absence of a person specifically in charge of the system.

Recruitment criteria:

- Education: Degree in Human Resources Management required.
- Experience: Minimum 3years' experience in similar role, previous experience in MSF or other NGO's would be desirable.
- Languages: Good communication skills in English and Arabic required.
- Knowledge: Essential computer literacy skills (word, excel, internet) required.
- Knowledge of Homere software is a plus.

How to apply:

Interested South Sudanese candidates should submit their application with motivation letter, CV, copies of certificates and nationality ID by email to msfch-juba-hrco@geneva.msf.org latest by **6th May 2022 by 5:00pm**. Please clearly mark "HR MANAGER" in the subject title of your email.

Equally qualified women and people with disability are strongly encouraged to apply
Only short-listed candidates will be contacted. Applications received will not be returned.

