MSF – BELGIUM
South Sudan Mission

[EGPAA-MARUWA]
11/11/2026

VACANCY NOTICE

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.

MSF-Belgium is seeking qualified and highly motivated applicants for the function of:

HR ASSISTANT- EGPAA MARUWA

Main purpose of the function

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

Main accountabilities

- Under supervision of the Project HR/FIN Manager managing personal files 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, to ensure local labour and fiscal law compliance.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, to ensure the punctuality and accuracy of staff payroll.
- Ensure timely entry of staff details, including overtime, FBFF, trainings, and other relevant records, into the Homère database while maintaining accurate and up-to-date staff personal files.
- Reviewed staff personal files and Homère database to identify and address any missing information, ensuring completeness and accuracy.
- Preparation of monthly payroll and staff advance salary as per the given schedule.
- Following up of all expiring rental contract dates and inform the Administration Manager 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 Section/Context Specific Accountabilities

1. The HR Assistant is expected to take on the responsibilities of the Project FIN Assistants during their absence due to leave, illness, or other circumstances.
2. Considering the project's context and the frequent unavailability of the FLYING FINHR Manager due to travel between locations, R&R, or leave,and etc the HR assistant will support Project FINHR team in preparaation of financial payments, accounting reports etc.
3. HR Assistant will assist the FINHR Manager with camp management duties.These include overseeing team life, accommodation, travel, flights, and managing food orders for Juba Supply.
4. The HR Assistant may also be required to cover for the FIN & HR Assistant in Boma when necessary.

APPROVED by DRC

5. Regular follow up with staff to update them for leave balance, expiry of contracts and etc

- Responsible for LHS Mission Policies, procedures and Internal regulations & update of Share point:
- Homere Management for Project Staff.
- Assist the Project HRFIN Manager in the taks listed below:
  - Contracts management and Filling (Soft & hard):
  - Learning and Development activities in the project
  - Information Sessions on Policies, Internal Regulations for LHS:
  - Recruitements followup:
  - Briefings of new IMS and all recruited LHS:
  - Daily worker's pool managment
  - Organograms Monthly Update:
  - Ensures that every staff has signed behavioral commitment document and is well understood.
  - Ensures to conduct the refreshers along with HR FIN MANAG
- Perform any other tasks assigned by the Project Finance HR Manager to support the project's needs.

Main requirements	
• Desirable finance, business or administration related diploma.	**EXPERCIENCE** • Essential previous working experience of at least 1-2 years in relevant jobs. **Desirable:** • Experience in MSF or other NGOs in developing countries. • Working knowledge of HR software.
Competencies • Results and Quality Orientation, Teamwork and Cooperation , Behavioural Flexibility, Commitment to MSF Principles, Service Orientation, Stress Management. **Skills** Essential computer literacy (word, excel and internet)	**Language** • Essential local EGPAA language, desirable mission working language, English.

Approved by RRC

John Ismail Kongi

MEDECINS SANS FRONTIERES

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Application procedure

1. **Apply using the QR CODE below or email**
2. Assemble your application including letter of motivation, CV with active contact number, copy of required diplomas and copy of South Sudanese National ID.
3. Clearly indicate the position you are applying for and submit your application to:
4. Only candidates in EGPAA can apply in the application box in Maruwa or Boma

Location	Médecins Sans Frontières Belgium office, MARUWA
Email	msfocb-EGPAA_JOBS@brussels.msf.org
Deadline	Thursday 28th November 2026, 4h30 PM

Responsible employer

MSF is an equal opportunity employer that values diversity. 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.

Notice

Only short-listed candidates will be announced and invited for the next step of the recruitment process. All applications will remain the property of MSF-B.

Approved by RRC
John Ismail Kongi

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