

MSF Switzerland (MSF-CH)
JOB VACANCY – HR ASSISTANT

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months** Fixed Term Contract and Trial Period of **3-months**.

Position: HR Assistant

Number of Vacancies: 1

Location: Mayen Abun, Twic County

Scope of responsibilities:

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 tasks:

- 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.
- Preparation of MOH payroll
- Preparation of Daily Worker payment
- Preparation of letters for validation
- Assisting in recruitment following the organisation's recruitment policy
- Additional HR/ Admin tasks delegated by the Project HR Manager

Recruitment criteria

Education:

- Desirable finance, business or administration related diploma.

Experience:

- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.

Languages:

- mission language; local working language would be an asset.

Knowledge

- Essential computer literacy (word, excel, internet)

Competencies:

- Results and Quality Orientation L2
- Team work and Cooperation L2
- Behavioural Flexibility L2
- Commitment to MSF Principles L2
- Stress Management L3

How to Apply:

South Sudanese candidates are invited to submit their application (detailed CV, Motivation letter, Copy of educational certificate or any other administration or hr related training and Copy of National ID Card)

Submit your full application to the **CV box located at the MSF office in Mayen Abun or to our email:**

msfch-twic-hrmanager@geneva.msf.org , by date **30/03/2024, by **05:00 pm** South Sudan Local Time.**

Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Twic HR Manager** at the **MSFCH office in Mayen Abun**.

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19.3.2024

