

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 trail period of **3-months**.

Position: HR Assistant

Number of Vacancies: 1

Location: Abyei Special Administrative Area

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:

- Updating the HR database and personal files to facilitate HR processes management. Ensure accuracy and compliance.
- Preparing employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Following up of leave balances of staff and of expiring employee contract dates and informing the Project HR Manager accordingly.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Making all administrative information available to the staff (posting, meetings, presentations, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Act as first point of contact for locally hired staff to clarify HR related questions and concerns and provide information.
- Supporting the Project HR Manager with the issuance of internal requests and stock management (e.g. stationaries).
- Supporting the Project HR Manager with the management of Daily Worker pools.
- Supporting with the management of a team of cooks and cleaners.
- Additional HR, admin, and finance tasks delegated by the Project HR Manager.

Recruitment criteria

Education:

- Essential: Secondary education.
- Highly 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.

Languages:

- Essential: Fluent in English (Writing and Speaking) and Arabic
- Highly desirable: Local language

Knowledge

- Essential: Proven computer literacy (word, excel, internet)

Competencies:

- Results and quality orientation
- Teamwork and cooperation
- Behavioural flexibility
- Commitment to MSF principles
- Stress management
- Attention to detail



Approved by Labour HR -
office
Syr: 

24/05/24

Pass by RRC
Abyei Area
RRC Office
Date: 24/5/2024
Syr

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link or QR code using a computer or their smartphone. Application documents include cover letter, CV, copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card. **The deadline is no later than June 7, 2024 at 5:00pm.**

<https://bit.ly/HR-Assist>



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 **Abyei HR Manager** at the **MSFCH office in Abyei, Amethbek Hospital.***



Approved by Labour HR -
Officer

Sign: 



pass by RRC
Abyei Office
on 24/05/2024
