



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 for our Reserve Pool

Position: HR Assistant - Backup

Number of Vacancies: 3 (in reserve pool)

Location: Juba or Abyei or Twic or any emergency response location

Scope of responsibilities:

Execute administrative, HR and legal related tasks to support the HR Manager following MSF standards and procedures, in order to ensure legal compliance and support the project's objectives

Main tasks:

- Managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal files
- Updating Social security & Tax office files
- Preparing employment contracts in conformity with legal requirements
- Preparing monthly pay slips and staff payroll
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language
- Support in tasks related to the management of the movement

Recruitment criteria

Education: Diploma in Administrative management or HR

Experience: Mandatory 1 year experience in HR Department, ideally inclusive Payroll
Mandatory 2 years' + in an office job where Microsoft Office is used (Excel, Word)

Languages: Fluent English mandatory (Writing and Speaking) and speaking Arabic

Skills: Perfect knowledge of Labour act of South Sudan
Microsoft Excel Skills (Sorting lists, simple formulas like addition and subtraction)

Competencies: Able to travel at short notice to emergency contexts in South Sudan
Flexible, proactive, autonomous, working precisely

How to Apply:

South Sudanese candidates are invited to submit their application (detailed CV, Motivation letter, copy of Diploma and National ID Card)

Submit your full application to the **CV box located at the MSF administration office in Hai Cinema, Juba, Plot No 23, Block A1, Juba OR to our email: msfch-southsudan-pdm@geneva.msf.org by date 28/08/2023, 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 if you have any questions or requests, you can contact the Personnel Development Manager at the MSFCH office in Hai Cinema –