

Juba, 12th June 2024

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontiers/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontiers – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

POSITION: ADMIN TRANSIT- JUBA

Main Purpose

Administrative specialist responsible for the management of staff movements and associated processes according to MSF's standards and procedures and the local legislation in order to ensure the smooth running of MSF's activities

Accountabilities

- In conjunction with headquarters, managing visas, plane tickets and associated required processes for the arrival and departure of international staff from the country
- Coordinating the movements of staff (local and international) and related administrative formalities (passports, visas, per diems work permit etc) with the projects all department and headquarters
- Ensuring contact with external partners to stay informed on policies and procedures related to movements, entry/work regulations (immigration, UN, airline companies...)
- Being responsible for all administrative tasks required for personnel transiting through the capital (incl. transportation, briefings, financial matters and lodging)
- Ensuring the update of movement-related tools and Mission contact information and their regular distribution (incl. movement lists and evacuation/lists).
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility (administrative assistants, housekeeping staff) in order to improve people capabilities and to ensure both the sizing and the amount of knowledge required
- Being in charge of the preparation of per diems, modes of telecommunication,

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Approved
[Signature]

and housing/rooming assignments ensuring proper management of guesthouses (furniture, cleaning, food)

- Being responsible for the filing of administrative documents according to MSF standards and local legislation. Sending required documentation to HQ in a timely manner.

MSF Section/Context Specific Accountabilities

- Follow-up closely with the HUB office for all administrative requirements for expat in the mission (e-visa, finger print, Alien registration, Visa, work permit, travel authorization, stay permit and MOFA list for new arrivals) ensure all MSFF staff have valid documents
- Manage of all administrative requirements for expats in the mission (e-visa, fingerprint, Alien registration, Visa, work permit, travel authorization, stay permit and MOFA list for new arrivals) ensure all MSFF staff have valid documents under the responsibility of the Admin transit
- Fill expat follow-up file for immigration updates, make sure visas, Alien registrations, and work permits are renewed on a timely manner, inform HRCO in case some staff/replacement are missing in expats file and send every month to Admin transit
- Book domestic/ travel tickets and accommodation within the mission for official assignment, reconcile invoices related
- Is the first contact person for UNHASS, attend meetings and update the admin about the changes of route/destination
- Organize the travel of staff/expat and patient with MSFF Flight
- Keep at all time in contact with immigration and relevant authorities and Inform HRCO/HQ regarding any new procedures/changes about immigration and airport related issues
- Keep all International Staff documentation and files (soft and Hard copies) related to Immigration and travel updated, properly filed and easily accessible for HRCO and PAM
- Organizes arrivals to the mission and departures at the end of the mission of the expats in collaboration with the departure office at headquarters.
- Makes flight reservations of expats based on validated leave requests
- Sends expats follow up file for immigration and expats leaves tracking document to the Field HR Administrator at headquarters every month
- Checks the invoices for flight tickets sent by travel agent, for PCR's sent by MedLab, as well as for visas and Alien, and submits them to HRCO for validation before forwarding them to the financial department for payment.
- Ensures the regular update of the movement table and sends it to the Activities Managers each days.
- Update expats leaves tracking document and send the expat leave and expat follow-up file and immigration updates to the HQ at the beginning of each month.
- Organize the briefings and debriefing appointments under the supervision of the PAM/HRCO and send it to all coordinators/managers.
- Establish and Maintain a professional contacts list for HQ, relevant authorities, Hotels and travel agencies, share with HR team/HCA for easy access.
- Prepare movement plan and intersectional shuttle without errors before sending to all recipient

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- Prepare per diem for Juba expats and National Staff on official mission (LOI, Schengen visa, Training document, Holiday and visit)
- Prepare housing/rooms allocation sheet for expats and visitors living at the guest house, hotel bookings for R/R for expats and prepare per diem for national staff.
- Under supervision of HRCO/PAM, liaise with Fields and HQ regarding return forms and return tickets for EoM expats/visitors
- Manage all international travel requirement (Mission order, LOI, Insurance, yellow fever and passports, temporary traveling document and Schengen visa for staff traveling to Europe.
- Any other tasks assign by the line manager.

Requirements

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| Education | • Degree in administration related studies |
| Experience | • At least one year in administration management or related field |
| Languages | • English |
| | • Mission Language |
| Knowledge | • Essential computer literacy (Word, Excel, internet) |
| Competencies | • Results and Quality Orientation L2 |
| | • Teamwork and Cooperation L2 |
| | • Behavioral Flexibility L2 |
| | • Commitment to MSF Principles L2 |
| | • Stress Management L3 |

HOW TO APPLY

Applications to be submitted with recent resume, photocopies of education certificates, recommendations, copy of South Sudanese Nationality and contact (phone/email) in a sealed envelope to:

MSF France Administration Office
Or by email to: msff-juba-recruitment@paris.msf.org

The closing date is 26th June 2024 at 5PM

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written and oral/interviews. List of shortlisted candidates and dates for written/Oral test will be posted on the gate outside the office.

Note: Application once submitted will not be returned.

