



**MSF SPAIN IS OPENING THE RECRUITMENT OF:  
HR ASSISTANT (BASED IN JUBA / PERMANENT CONTRACT( STARTING WITH 6 MONTHS)**

**In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization and That's why, females are strongly encouraged to apply.**

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

**Main Purpose**

Execute administrative, HR and legal related tasks to support the Personnel Administrative Manager following MSF standards and procedures, in order to ensure legal compliance and to realize the HR capacity required to achieve project objectives.

**Main Duties & Responsibilities**

- Under supervision of the Personnel Administrative Manager managing personnels files in order to ensure accuracy, compliance and on time payroll preparations.
- Updating the HR database and staffs 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.
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Personnel Administrative Manager in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the Personnel Administrative Manager
- Prepare all HR reporting documents for Juba (Sitrep, organogram; payroll control; Daily-worker follow up; disciplinary follow up, etc)



## REQUIREMENTS

- Desirable HR, business or administration related Degree or diploma.
- Essential previous working experience of at least two years in similar jobs.
- Desirable experience in MSF or other NGOs in developing countries.
- Mission language (English) and local language essential (Arabic and others)
- Essential computer literacy (word, excel, internet)
- Previous experience in using Homere will be an Asset.

## COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

## HOW TO APPLY

**Interested applicants can submit their motivation letters and updated CV, relevant academic certificates, previous work certificates and nationality ID.**

**Application should be addressed to:**

**DEVELOPMENT MANAGER, MSF SPAIN, JUBA.**

**Submission can be done by E-mail: [msfe-juba-dev@barcelona.msf.org](mailto:msfe-juba-dev@barcelona.msf.org) or**

**DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA**

**With clearly written job title and updated contact numbers.**

**Closing date for submissions: 25/08/2022 at 17:00 hrs.**

**We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.**

***Applications once submitted, will not be returned to applicants.***

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Juba, 10<sup>th</sup> August 2022.

