

JOB VACANCY – FINANCE and HR MANAGER

NUMBER OF VACANCIES: 01

Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Field interventions and Juba

Contract: 6 months fixed term contract renewable with a start as soon as possible

Main Purpose:

Planning, coordinating and implementing HR, administrative and financial activities and policies in the project according to legal obligations and MSF protocols, standards and procedures in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the project and to realize the HR capacity required to achieve project objectives

Scope of responsibilities:

This position will entail work based in Juba as well as work in various regions of South Sudan to respond to emergencies (up to 80% of the time). **The FINHR Manager must be willing to travel and be based outside of Juba for periods up to 3 months at a time for emergencies** and to support MSF other projects.

- In close coordination with the Project Coordinator, the HR Coordinator and Finance Coordinator, calculating, analysing and monitoring the project's HR and Financial operational needs and the associated budget. Proposing corrective actions when required.
- Ensuring the administrative management of MSF staff and MoH staff under incentives (if relevant) during the different interventions
- Ensuring strict compliance with MSF financial/accounting standards at any time
- Together with the Project Coordinator, supporting the line managers in implementing the internal communication policies in order to boost staff active participation and MSF commitment.
- In coordination with the Project Coordinator and the Logistics Manager, setting up the accommodation/office in the different places of intervention
- In close coordination with the HR and Project Coordinator, detecting training needs
- Providing support to Coordination or other projects between emergency interventions.

Recruitment criteria:

Education	Mandatory University Degree in Finance, Management, HR or administration.
Experience	Mandatory 3 years' experience in a similar position, including 2 years in managerial or supervisor position
	Desirable working experience with MSF or other NGOs
Knowledge	Mandatory computer literacy (word, excel, internet)
	Desirable HR and Financial MSF software (Homère, FFC, SAGA)
Languages	Mandatory English (Fluent) and Arabic

APPLICATIONS

South Sudanese candidates should submit their application with **motivation letter, CV, scan of highest degree and national ID** to our email msfch-juba-hrdevelopment@geneva.msf.org

Before 25th August by 5:00pm.

Please mention **FINANCE and HR MANAGER** in the subject title of your email.

Only short-listed candidates will be contacted and applications will not be returned.

No money is ever asked throughout the MSF recruitment process.

