



## MSF SPAIN IS OPENING THE RECRUITMENT OF: PERSONNEL ADMINISTRATION MANAGER. (BASED IN JUBA/ SPECIFIC CONTRACT/STARTING WITH 6 MONTHS/LEVEL 10)

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, 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

Is responsible of ensuring that MSF is a Responsible employer in the mission, supports proper management of HR across the board and assumes full responsibility of all Administrative and legal issues in the Mission.

### Main Duties & Responsibilities

- Know labour legislation in force in mission country; keep her/himself informed of any amendment made in labour legislation by regularly checking legislation sources and/or regularly meeting with lawyer, other local authorities at this level.
- Know all MSF policies, procedures, tools, standards and principles regarding all staff (national, international, regional, etc.) working conditions, benefits and remuneration, job profiles and function grids, health coverage, etc., adapts them to the Mission reality and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff throughout the Mission.
- Is responsible for the proper implementation and follow up of internal regulations and terms of employment contracts of all national staff, ensuring that all staff is employed in the frame of fair labour conditions, and according to local legislation, MSF HR vision, values and principles.
- In close collaboration with HRCO, ensures regular administrative meetings with all staff throughout the mission take place in order to ensure they are aware and respect their rights and duties and to inform them of any change in Labour legislation and general employment framework which may affect them (i.e. legal amendments, changes in local practices, new HR-Admin policies or procedures, amendments to Internal Regulations, etc.).
- Is responsible to ensure that all functions and job profiles at Mission level meet with the Mission's function grid approved by HQ and are aligned with MSF Standard Job Profiles and Function Grid, and that any new function or amendment to an existing one (including significant changes in responsibilities and/or mixing existing functions) are requested in advance to HRCO and HRO/REHUCO for previous validation by HQ. Identifies deviations and shares them with HRCO in order to draw an action plan in case corrections are needed/convenient
- Is responsible to ensure that National Staff remuneration (salary, post adjustments, compensations, final settlements, etc.) and benefits (holidays, leaves, social coverage, health coverage, etc.) meet with the Mission's salary grid validated by HQ. Internal Regulations and HR policies, ensuring MSF acts as a responsible employer at any time.
- In close coordination with the Financial Coordinator, ensures fulfillment of national legislation regarding employees' taxes and social security at Mission level, checks that monthly declaration forms for taxes and employee/employer social security contributions are correct and sends them to the Financial Department.
- Informs HRCO in case a legal risk is detected within her/his area of responsibilities and suggests actions to take in order to prevent it. Follows up employees' claims and keeps HRCO informed at any time.



- Ensure that MSF, as an employer, as well as all MSF employees comply with safety and risk prevention measures as stated by local legislation and/or MSF standard policies and procedures.
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents upon request of HRCO, and ensuring preparedness in case of evacuation
- Upon request of the HRCO, maintain regular contact with ministries, national administrations, other MSF sections and other NGOs to improve/keep up to date with administrative practices.
- Knows Homère in depth and ensures a proper parameterization, use of the system and quality of data throughout the Mission, being her/himself the Missions' technical reference in absence of a person specifically in charge of the system.
- Ensure, in close collaboration with HRCO and Logistics department, that all international and internal movements in the Mission are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.

### **MSF Section/Context Specific Accountabilities.**

#### **HR Management in coordination:**

- Supervise the payroll process, checking the list of employees and amounts payable (variable pay, taxes, social securities contributions, etc.) in order to ensure accuracy and on time payroll payment.
- Ensure the mission PER-ALL is uploaded on the Epifile online for Homere Referent
- Follow up on recruitment activities in the mission to ensure duly process is meticulously followed (from selection to induction of new staff).
- In collaboration with the HRCO, follow up the implementation of the Staffing Plan of the mission.
- Ensure the good relationship with the labour office and other public institutions.
- In collaboration with HRCO, provide recommendations to update HR Policies when needed and with respect of labor law regulations.
- With the support of the HRCO, organise the staff general meetings to share/provide update on Staff Regulations and HR Policies.
- Follow up on circulars for public holidays and HR Memos. Share the information with the field accordingly.
- Support the managers in the planning of annual holidays to schedule staff shifts and cover operational needs both in the capital and in projects.
- Supervise the HR Assistant (setting objectives, overview of performance, indirect supervision of staff under him/her).

#### **Provide technical support to Field HR:**

- Provide technical support for all the mission disciplinary cases both in the projects and in the capital.
- Provide final validation for all payroll processes in the field.
- Conduct regular visits/audits to the field (at least three times a year).
- Act as the backup for field Fin/HR Manager when needed.

#### **HR Reporting:**

- Compile HR achievements and challenges for the weekly PUNCTO INFO.
- Update monthly the SITREP and Organisational Chart of the mission. Follow up on the HR reports of the projects and provide constructive and timely feedback when necessary.
- Update monthly the disciplinary report of the mission. Follow up on the Disciplinary Report of the projects.
- Be the focal point for the 4 Month Reports for the mission and in the projects.



## REQUIREMENTS

- Essential: Degree in administration related studies or social studies
- Essential: Working experience of at least two years in administration
- Essential: English mandatory, Arabic is an asset

## COMPETENCIES

- People Management
- Commitment
- Flexibility
- Results
- Teamwork

## HOW TO APPLY

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

Application should be addressed to:

**RECRUITER, MSF SPAIN, JUBA.**

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

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

With clearly written job title and updated contact numbers.

**Closing date for submissions: 17/12/2025 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.*

***WARNING! MSF strongly warns its esteem applicants that any proven fake documentation (i.e., fake academics certificates/diplomas/Universities tittles or fake work certificates submitted) in the application, will automatically lead to disqualification and total exclusion of the applicant from the current and future recruitment processes. Verification of applicants' documents by MSF is a must!***

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 on 4<sup>th</sup> December 2025.*

