

MSF Switzerland
South Sudan, Juba.
Hai Cinema
Plot No 23, Block A12

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 with initial 6-Months Fixed Term Contract and a trial period of 3 months :

Position: ADMIN TRANSIT

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

Main Purpose

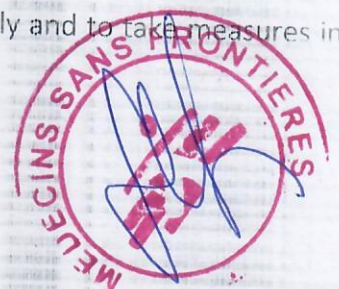
Administrative specialist responsible for the management of staff movements and associated processes according to MSF's standards and procedures and the local legislation in order to ensure the smooth running of MSF's activities

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 with the projects and headquarter
- Ensuring contact with external partners to stay informed on policies and procedures related to movements, entry/work regulations
- Being responsible for all administrative tasks required for personnel transiting through the capital
- Ensuring the update of movement-related tools and Mission contact information and their regular distribution (incl. movement lists and evacuation/lists).
- Being in charge of the preparation of per diems, modes of telecommunication, and housing/rooming assignments ensuring proper management of guesthouses.
- 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

- Close cooperation with the Intersectional HUB team for visas, alien registration and work permits
- Manage the passenger list of MSF flights (MSF own aircraft)
- Control of invoices. Maintain a tool that allows to control invoices precisely and to take measures in case of discrepancies.
- Organisation of weekends Arrivals



Recruitment criteria

- Education: → Administrative Degree
- Experience: → at least 2 years of experience in a similar position
→ 2 years' experience in the travel industry (with a high volume of clients)
- Languages: → Fluent English (spoken & written) mandatory
- Skills: → Excellent Computer Skills – especially Word, Excel and Outlook
→ Experience with SharePoint is a plus
- Competencies: → Accurate work with focus on details
→ Structured working method
→ Teamwork and Cooperation
→ Behavioral Flexibility – willing to pick up the phone on the Weekend in case of Emergencies
→ Commitment to MSF Principles
→ Stress Management

How to Apply

Interested South Sudanese candidates are invited to submit their application (detailed CV, Degree/Diploma, photocopy of the National ID Card and Motivation letter)
Submit your full application to the CV box located at the MSF OCG administration office in Hai Cinema - Juba
OR to our email: msfch-southsudan-dhrco@geneva.msf.org by date 14/09/2023, 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 requests, you can contact the Personnel Development Manager at the MSFCH office in Hai Cinema – Juba.

Human Resource Department

