AS00900
ADMIN TRANSIT

Level 8

Reports to (Hierarchical)
HR Coordinator

Reports to (Functional)
HR Coordinator

Job Family
HR & FIN

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) with the projects 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 im-prove 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, 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.

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**

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