AS01102
HR ASSISTANT

Level 6

Reports to (Hierarchical)
HRCo / FinCo/ Project or Mission FIN/ HR Manager

Reports to (Functional)
HRCo / FinCo/ Project or Mission FIN/ HR Manager

Job Family
HR & FIN

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

Accountabilities
- Under supervision of the Project HR Manager managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal 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.
- Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the Project HR Manager

Education
- Desirable finance, business or administration related diploma.

Experience

- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.

Languages

- Mission language and local language essential

Knowledge

- Essential computer literacy (word, excel, internet)

Competencies

- Results and Quality Orientation *L2*
- Team work and Cooperation *L2*
- Behavioural Flexibility *L2*
- Commitment to MSF Principles *L2*
- Stress Management *L3*

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