AM05600G
PROJECT HR TEAM LEADER

Level 10

Reports to (Hierarchical)
PROJECT COORDINATOR

Reports to (Functional)
HR COORDINATOR

Job Family
Finance & HR

Relations: Internal
Supervising: Project HR Manager(s), Personnel Development Management at project level, HR/FIN Assistant(s)

Main Purpose
The Project HR Team Leader is given a highe degree of delegation in terms of decision-making in the project to : Ensuring completeness, correctness, timeliness and integrity of the HR management of the project including HR planning, budgeting ,reporting and contact with local authorities . Ensuring compliance with MSF administrative and Human Resources policies and procedures and legal framework in order to achieve the project and mission goals effectively and keep strict control on the re-sources allocation.

Accountabilities
- In collaboration with the Project Coordinator, the HR referent (cell or coordination) and the Field Man-agers, defining and implementing human resources policies and strategies in the project, ensuring they are in line with the context, the operational challenges and the Mission HR strategy.
- Together with Project Coordinator, the HR referent (cell or coordination) and the Field Managers, planning HR operational and budget needs in order to ensure the required sizing and capabilities of the project.
- Supporting the Field Managers to ensure a coherent management of administrative and legal proce-dures (recruitment, end of contract, payment of national and local taxes, proper upkeep of personnel files, management of overtime, etc.) in order to meet resources needs in a convenient manner.
- Supporting the Field Managers (or PDM) in detecting training needs according to operational re-quirements, in evaluating people’s performance and in implementing the associated action plans in order to improve people capabilities and their end results contribution to project and mission goals.
- Supporting the Field Managers in handling staff conflicts (expat or national staff)
- Being responsible for the proper application of HR policies and processes related to the employee cycle (recruitment, induction, training, briefing/debriefing, evaluation,

potential detection, staff’s devel-opment and internal communication) in order to ensure both the sizing and the amount of knowledge required for the project.
- Supervising the sourcing, recruitment and/or selection strategies and process in the project in order to ensure an efficient workforce planning.
- Coordinating the implementation of career development programs to high potential collaborators in order to increase long term commitment and contribution to actual and potential future project needs.
- Defining and coordinate the internal communication policy, in collaboration with the Project Coordina-tor and the Field Managers, organizing staff meetings and broadcasting MSF values and vision, in or-der to boost people commitment, active participation and adherence to corporate values.
- Coordinating the implementation of all administrative local protocols and procedures, organizing regu-lar information meetings with all the personnel and systematically participating in briefings of all the managers concerned (national and international), supervising the administrative processes for expat-riates and managing conflicts when appear, in order to ensure labour legal compliance and to im-prove employer branding awareness.
- Coordinating the implementation of Homere including the preparation and the validation process of the payroll (in line with local legislation regarding social security/tax payments)
- Being responsible for supervising and coordinating, train & coach all HR staff in the project in all as-pects related to human resources.
- Being responsible for representing MSF / the project towards local authorities and other NGOs relat-ing to HR topics.
- Coordinating the HR reporting for the project.
- Can be requested to perform autonomously tasks usually under the responsibility the HR coordinator.

Education
- Essential Secondary Education

Experience
- Essential, working experience of at least two years in relevant jobs and previous humanitarian experience in MSF or other NGOs in developing countries, managing large teams. Desirable previous experience in emergencies

Languages
- Essential mission language, local language desirable.

Knowledge
- Essential computer literacy (word, excel and internet)

Competencies
- People Management and Development L2
- Commitment to MSF Principles L2
- Behavioural Flexibility L3
- Results and Quality Orientation L3
- Teamwork and Cooperation L3

Generated at 2026-11-03 06:41:51 +0000

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