AC02700P
FIELD HR SUPPORT

Level 12

Reports to (Hierarchical)
Head of Mission or HRCO

Reports to (Functional)
Cell HRO

Job Family
HR & FIN

Main Purpose
Intervene in the field in support of the HRCO within the framework of implementation / revision of HR measures (policies, procedures, documents) in accordance with MSF HR strategies and adapted to local contexts.

Accountabilities
The Cell HRO defines, according to the needs of the field, the terms of reference of the Field HR Support (MIO Field HR Policies and Tools) before each mission, and with the support of the technical referent(s) of the HR operations department according to the activities to be carried out.

The following tasks may in particular be given to the Field HR Support (MIO Field HR Polices and Tools):

- Propose HR policies & tools for the mission to the Cell, in line with the HR strategy defined by the Cell and the local context (legal and operational) Examples: Internal Regulations, Circulars, employment contracts, medical policy, recruitment policy, deloc policy, disciplinary procedure, training plan...
- Support the field Coordination in the implementation of the IRFFG function grid and associated job descriptions
- Analyze the field remuneration and make well-supported recommendations to the unit, update an MSF-Norway benchmark
- Evaluate the quality of the Homère database, carry out maintenance operations, set up and harmonize parameters on the mission, analyze a payroll plan
- Participate in the construction of HR tools (Internal HR Guide, Administrative Kit, etc.)

Education
Degree in HR Management or Labour Law

Experience

Required work experience of at least two years in relevant and similar jobs, including experience in an international NGO. MSF field experience as an HRCO is desirable.

Languages

Fluent in English and French

Competencies

- Strategic vision
- Autonomy
- People management and development
- Planning and organization
- Teamwork and cooperation
- Mastery of payroll techniques and tax systems
- Mastery of IT tools (Microsoft Office pack)

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