

Job Vacancy Announcement (Internally and Externally)

HUMAN RESOURCES COORDINATOR ASSISTANT

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Job Family	Human Resources / Administration
Place of Work	Damascus, Syria
Level	7
Contract of Employment	Service Agreement for 3 months, Renewable

Main Purpose:

Implement general administrative procedures in order to ensure documentary traceability as well as compliance with local labour and fiscal regulations, under the HR Coordinator's supervision.

Accountabilities:

- Following the HR Co's instructions, supervise that the internal regulations are followed in the mission in order to ensure both tax and labour regulation compliance
- Execute recruitment activities ensuring transparency and equity and issuing job offers conveniently in order to meet HR needs.
- Inform all the new staff on Staff Regulations, HR policies and regulations and/or living conditions in order to facilitate staff integration and their security.
- Execute, under the HR Coordinator supervision, employee contract related activities (file opening and formal documentation archiving, personal data updating, amendments, termination dates supervision, etc.) in order to ensure legal compliance.
- Present and explain contract terms and the content of Internal regulation (rights and obligations) to newly recruited personnel in order to ensure legal compliance and local integration.
- Collect the variable pay slip elements on Homere (paid holidays, sick leave, unpaid leave, etc.) in order to ensure accurate and on time payroll payment.
- Supervise the payroll process, checking the list of employees and amounts payable (variable pay, taxes, social securities contributions, etc.) in order to ensure accuracy and on time payroll payment.
- Follow-up cost of living on a regular basis.
- Register applicants to training activities and help the HR Coordinator to evaluate the results in order to improve return on training expenditures.
- Support the HR Coordinator to draw up annual holiday planning in order to schedule staff shifts and cover operational needs.
- Supervise project budget execution in order to detect deviations and recommend corrections.
- Organizes travel and files of all Staff arriving/departing the Mission, including International Staff documentation (visas, MSF card, Mission Orders, etc.), booking and purchasing plane tickets, keeping / renewing passports and organizing briefings / induction.

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

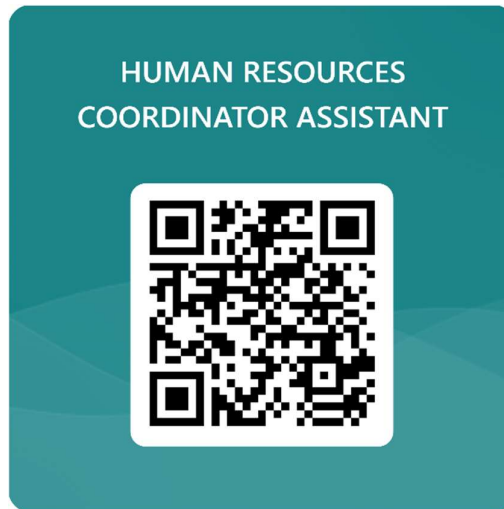
- Ensure that all staff have valid work, stay, travel permits.
- Ensures staff travelling through the capital is picked up, has appropriate papers and a place to stay.

Requirements

Education	<ul style="list-style-type: none">• University degree in human resources or administration related is essential.
Experience	<ul style="list-style-type: none">• Essential to have at least 2 years work experience related to human resources.• Desirable to have work experience with international organizations or MSF
Language	<ul style="list-style-type: none">• Excellent command of English and Arabic Languages (both oral and written).
Knowledge	<ul style="list-style-type: none">• Essential computer literacy (word, excel and internet).

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/dWNzBLfZEQ>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **16 February 2025 (Sunday)**

Published on **12 February 2025.**

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