

Job Vacancy Announcement (Internally and externally)

Fin HR Assistant

CONTEXT

Médecins Sans Frontières (MSF) is a private, non-profit international medical humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, creed or political affiliation. **To support our operations across Syria, Deir ez Zor and Al Abukamal, we are currently looking for the following position:**

Fin HR Assistant

Job Family	Administration, Human Resource and Finance
Work place	
Level	Level 6 (Gross monthly salary 1291 USD, subject to income tax and social security deductions)
Contract of Employment	Service Agreement – 6 months
Employer	MSF OCA

Female candidates are highly encouraged to apply

Job Purpose:

Execute administrative tasks and do follow up of project accountancy, according to administration manager's indications and MSF procedures, in order to ensure legal compliance and keep a strict control over monetary resources.

Accountabilities

- Execute administrative and legal related tasks, under supervision of the Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security, and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security & Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending MSF's interests.
- Follow up all expiring rental contract dates and inform the Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Assist the administration manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Manager.

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

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- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Manager

Support the Administration Manager in translating documents into local language. Assists the Administration Manager in meetings upon request.

This position is based in Deirezzor and Al Bukamal, where MSF has been present since January 2025 and currently has a guesthouse, office and warehouse established.

- Ensure effective onboarding of all locally hired staff by preparing induction materials, organizing induction sessions, and remaining available to address questions to support smooth integration into the team.
- Registering all the staff personal details on Homere (Human Resources) in a timely manner.
- Updating relevant staff files and other documents on Share Point if required.
- Assist the Fin/HR Manager for LRS/Inventive staff trainings relevant to HR/Admin/Finance, for example Welcome to MSF, Code of Conduct etc.,
- Assist the Fin/HR Manager for office and household related requests (stationary, coffee break items, cleaning items.
- Support in preparation and arrangement of trainings, eg catering, stationary, venue hire, attendance sheets etc.
- Actively support the implementation of new policies by ensuring clarity in communication, gathering feedback from the team, and sharing key learnings and observations with the Fin/HR Manager to help adapt and iterate processes in line with project needs and the evolving context.
- Follow up on all guest house matters and ensure with the collaboration of cooks and cleaner no shortage in items and all rooms are prepared for incoming guests.
- Ensure proper hard and soft copy documentation for all payments and critical processes, maintaining strong archiving practices.
- Encoding invoices on Unifield (Finance) on a daily basis.
- Translate and/or edit the documents from English to Arabic or Arabic to English.
- Translate for international staff during meetings and any HR and finance-related discussions with locally hired staff when required.
- Accompany IMS on movements if needed for translation
- Collaborate with the DoH counterparts in the administration team at and MSF-supported health facilities.
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Requirements

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.
Knowledge	Essential computer literacy (Word, Excel, Internet), experience with recruitment platforms and tools
Language	English and Local Language essential
COMPETENCIES:	Commitment to MSF Principles Behavioural Flexibility Stress Management Results and Quality Orientation

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	Teamwork and Cooperation Service Orientation
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How to apply:

Important to follow, otherwise the application will not be considered.”

- Apply by filling in the required information and attaching your **motivation letter**, **updated CV** for the position and the most relevant diploma, for the position via the link or by scanning the QR Code provided below :
<https://forms.office.com/e/yWP9YX5a1z?origin=lprLink>



No later than: **21 July 2026 - 5 :00 PM**

- If any of the required documents are missing, the application will not be considered
 - if any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.
 - MSF OCA colleagues from North East Syria are highly encouraged to apply.
- Successful candidates from NES will keep their loyalty and seniority unless they have had the severance paid out due to redundancy.