



## JOB VACANCY ANNOUNCEMENT- MSF OCB

<b>Job Title</b>	HR Coordinator Assistant
<b>Employer</b>	Médecins Sans Frontières - Belgium
<b>Duty Station</b>	<b>Damascus</b>
<b>Deadline for applications</b>	30 <sup>th</sup> May 2025
<b>Contract status</b>	Service Agreement for 3 months, Possible Renewable
<b>Type of contract</b>	Full time
<b>Start Date</b>	July 2025

### Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières أطباء بل حدود](#)

[Médecins Sans Frontières T-shirt قف أطباء بل حدود - م](#)

### Main Objective of the position:

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.
- 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

### **MSF Section/Context Specific Accountabilities:**

#### **Payroll & Data Management:**

- Manage and maintain all HR archives, including staff files, social security documents, payroll records, and income tax files.
- Prepare payroll for coordination staff and manage data for coordination Locally Hired Staff (LHS).
- Ensure the quality and accuracy of staff personal files by regularly updating employee information in both digital (Homere database) and hard copy formats.

#### **Office Management:**

- Handle and follow up on all job requests and internal requests related to the HR department.
- Conduct daily checks and follow-ups on administrative needs for the office and guesthouses.
- Manage and track all internal requests from the HR department; act as the focal point for the supply department, oversee all HR-related items, and ensure their availability through quarterly monitoring based on operational needs.

#### **Supervision:**

- Supervise cleaners by closely monitoring their daily and weekly tasks, reviewing checklists, identifying training needs, and ensuring adherence to safety and security protocols.

#### **Other Administrative Tasks:**

- Provide technical support to the mission HR team regarding Homere and assist with uploading and archiving monthly submissions.
- Archive and monitor all types of agreements (lease, service, and employment contracts).
- Assist the HR Coordinator with document translations.
- Manage the issuance of MSF ID cards for both International Mobile Staff (IMS) and Locally Hired Staff (LHS).
- Oversee administrative payments within the HR department, including preparing payment requests and following up with the finance department.
- In collaboration with department heads at coordination level, ensure compliance and management of daily workers according to mission guidelines.
- Disseminate administrative information to staff (e.g., postings, memos, vacancies), organize meetings, and briefings.
- Maintain and regularly update the mission's contact list.



- Serve as a backup for Project HR Assistants by conducting regular visits to project sites and providing technical support to project HR teams across the mission.

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<b>Education</b>	<ul style="list-style-type: none"><li>• Essential, degree in HR or administration related studies</li><li>• Desirable, degree in finance.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Essential, working experience of at least two years in relevant jobs.</li><li>• Desirable experience with MSF or other NGOs in developing countries</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>• Arabic and English are essential.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Essential computer literacy (word, excel and internet)</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• People Management</li><li>• Commitment</li><li>• Flexibility</li><li>• Results</li><li>• Teamwork</li></ul>

#### **Application process:**

In order to apply for this position please send your application via following email ([msfocb-syria-jobs@msf.org](mailto:msfocb-syria-jobs@msf.org)), Write the Subject Line **HR Coordinator Assistant**. Please send us your **CV, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

Only Shortlisted Candidates will be contacted.

**DEADLINE FOR SUBMITTING THE APPLICATION: 30<sup>th</sup> May 2025**

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