

JOB VACANCY RE-ADVERTISEMENT – MSF-BELGIUM.

Job Title:	Personnel Administration Manager
Employer:	Médecins Sans Frontières - Belgium
Duty Station:	Damascus
Contract status:	Service Agreement for 6 months, renewable
Type of contract:	Full time
Start Date:	As soon as possible

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](#) أطباء بل حدود - م

Main Objective of the position:

The Personnel Administration Manager (PAM) is responsible in ensuring that MSF is a responsible employer, supports proper management of HR across the board and assume full responsibility of all Administrative and legal issues in the Mission.

Accountabilities:

- Know labour legislation in force in mission country; keep her/himself informed of any amendment made in labour legislation by regularly checking legislation sources and/or regularly meeting with lawyer, other local authorities at this level.
- Know all MSF policies, procedures, tools, standards, and principles regarding all staff (national, international, regional, etc.) working conditions, benefits and remuneration, job profiles and function grids, health coverage, etc., adapts them



to the Mission reality and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff throughout the Mission.

- Is responsible for the proper implementation and follow up of internal regulations and terms of employment contracts of all national staff, ensuring that all staff is employed in the frame of fair labour conditions, and according to local legislation, MSF HR vision, values, and principles.
- In close collaboration with HRCO, ensures regular administrative meetings with all staff throughout the mission take place in order to ensure they are aware and respect their rights and duties and to inform them of any change in Labour legislation and general employment framework which may affect them (i.e. legal amendments, changes in local practices, new HR-Admin policies or procedures, amendments to Internal Regulations, etc.).
- Is responsible to ensure that all functions and job profiles at Mission level meet with the Mission's function grid approved by HQ and are aligned with MSF Standard Job Profiles and Function Grid, and that any new function or amendment to an existing one (including significant changes in responsibilities and/or mixing existing functions) are requested in advance to HRCO and HRO/REHUCO for previous validation by HQ. Identifies deviations and shares them with HRCO in order to draw an action plan in case corrections are needed/convenient.
- Is responsible to ensure that National Staff remuneration (salary, post adjustments, compensations, final settlements, etc.) and benefits (holidays, leaves, social coverage, health coverage, etc.) meet with the Mission's salary grid validated by HQ, Internal Regulations and HR policies, ensuring MSF acts as a responsible employer at any time.
- In close coordination with the Financial Coordinator, ensures fulfilment of national legislation regarding employees' taxes and social security at Mission level, checks that monthly declaration forms for taxes and employee/employer social security contributions are correct and sends them to the Financial Department.
- Informs HRCO in case a legal risk is detected within her/his area of responsibilities and suggests actions to take in order to prevent it. Follows up employees' claims and keeps HRCO informed at any time.
- Ensure that MSF, as an employer, as well as all MSF employees comply with safety and risk prevention measures as stated by local legislation and/or MSF standard policies and procedures.
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents upon request of HRCO, and ensuring preparedness in case of evacuation.
- Upon request of the HRCO, maintain regular contact with ministries, national administrations, other MSF sections and other NGOs to improve/keep up to date with administrative practices.
- Know Homère in depth and ensure a proper parameterization, use of the system and quality of data throughout the Mission, being her/himself the Missions' technical reference in absence of a person specifically in charge of the system.
- Ensure, in close collaboration with HRCO and Logistics department, that all international and internal movements in the Mission are properly managed (visas, tickets, per diem, when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.

Context Specific Accountabilities:

- Payroll checking and verification for the mission.
- Carry out induction of new LHS and IMS-HR by way of briefing on HR policies and mission HR practices.
- Responsible for SharePoint HR folder update, including harmonization all HR templates, upload same on the SharePoint folder and sharing with the HR teams across the mission.
- Covering HRCO's absent in matters relating to LHS.
- Covering HR Manager position in the projects.
- HRCO assistant backup in case of absence and proactively ensure that handover is done timely, and activities followed.
- In collaboration with the Learning and Development Specialists, monitor the implementation of the feedback/feedforward process in the mission.



Education	Essential - Bachelor's degree in Administration, Law, HR management or related studies.
Experience	Essential - working experience of at least 4 years in Managerial Role in Human Resources Department, of which minimum two years in a similar role. Desirable experience with MSF or other INGOs.
Knowledge	Knowledge of Syrian Labor Law knowledge of HOMERE is preferred. Full proficiency of Microsoft Office (Word, Excel, PPT, outlook, etc...)
Language Skills	English and Arabic essential.
Competencies:	<ul style="list-style-type: none">- Commitment to MSF's values.- Strong ability to produce and analyse HR data.- Exceptional discretion and confidentiality in dealing with sensitive HR information.
Other requirements:	<ul style="list-style-type: none">- Careful eye for detail- Uses initiative, proactive and enthusiastic- Able to work independently- Good communication with Locally Hired staff and International Mobile Staff.- Strong analytical and problem solving skills.- Ability to work and adapt in different environments.- Ability to act as part of a multi-cultural and multi-disciplinary team.- Ability to learn new systems.

Application process:

The interested applicants should submit their applications in English Language, with the CV, motivation letter, including references details and with supporting documents (certificates, diplomas etc.) to Médecins Sans Frontiers, People and Workforce department via the link below:

<https://docs.google.com/forms/d/e/1FAIpQLSchxvJi5rcqrIC6ElgJrnZrPahhXIVifhL1aliuyAdlaMGIA/viewform?usp=publish-editor>

Please save your CV and motivation letter with your name.

DEADLINE FOR SUBMITTING THE APPLICATIONS: 22nd FEB 2026 4:30PM.

We are an equal opportunity employer; we do not charge a fee for any applications received.

Qualified Female applicants are highly encouraged to apply.

Only short-listed candidates will be contacted.