

MSF-FRANCE EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support the medical operations in Syria, MSF France is seeking a:

Finance and Human Resources Assistant

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus – Burn Unit**
Need: **Up to 22 hours / week - Part Time**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN 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 strict control over monetary resources.

MAIN ACCOUNTABILITIES

- Execute administrative and legal related tasks, under supervision of the Finance, HR manager and PC, 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 Finance, HR manager and PC in order to leave enough time to arrange a renewal or look for some other alternative.

- Assist the finance manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances in salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the Finance manager and PC 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 finance Manager and PC.
- File the accounting documents and enter the accounting pieces into the accounting software with the support from the Accounting Manager (ACMA).
- Support the Finance and HR manager in translating documents into local language.

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.

Languages English and Arabic languages are mandatory.

Knowledge Good computer skills (MS word, Excel, Power Point, Outlook)

Competencies Results
Teamwork
Flexibility
Commitment
Stress Management

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/xpeHkbqq8J7XKgab7>

CLOSING DATE 23 OCT 2025, AT 05:00 PM



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**