

## **Job Vacancy Announcement** (Internally and Externally)

### **HR 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.

<b>Job Family</b>	HR & FIN
<b>Place of Work</b>	Raqqa, Syria
<b>Level</b>	6
<b>Contract of Employment</b>	Contract, Renewable

#### **Main Purpose:**

Execute administrative, HR and legal related tasks to support the Project HR Manager following MSF standards and procedures, in order to ensure legal compliance and to realize the HR capacity required to achieve project objectives

#### **Accountabilities /responsibilities**

- Under supervision of the Project HR Manager managing personal files in order to ensure accuracy, compliance and on time payments.
- Updating the HR database and personal files to facilitate HR processes management.
- Updating Social security Tax office files in order to meet legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance
- Preparing employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Preparing monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Additional HR/ Admin tasks delegated by the Project HR Manager

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

- Under the supervision of the Project HR Manager manages the employee HR processes from the signature of the offer letter to the end of the contract in compliance with the NES Internal Regulations;
- Under the supervision of the Project HR Manager supports project managers, supervisors and employees with the Performance Management process, including ensuring completion of PM process for all employees and training;
- Under the supervision of the Project HR Manager and in coordination with the LnD manager develops and delivers HR training for project staff, including but not limited to, SANOU, CoC, PMF and Onboarding;

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

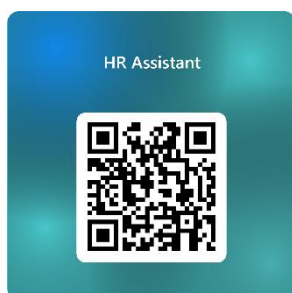
- MSF Raqqa Project works in close collaboration with Raqqa Medical Council (RMC) by supporting 3 Facilities: Mishlab 1 (ATFC and NCD), Mishlab 2 (ER.OPD) and ITFC. HR Assistant will support HR Manager in HR management and emergency interventions.
- Supporting the HR Manager in translations during staff HR concerns/reporting and recruitment processes.
- HR assistant will work closely with Mishlab Admin manager on staff roster and HR database accuracy.
- In collaboration with Mishlab Admin manager, to follow-up on monthly incentive staff attendances required for MSF supported facilities.
- Carryout finance activities, when requested; to cover the role of Finance Assistant (Annual Leave gaps & Sick leaves)
- Supporting Fin/HR Manager to arrange staffs, visitors, guests, and guest-house`s administrative issues such as foods, supplies and other related issues.
- Keeping track of staff movement in the Guest House for a clear monthly food pot calculation.

#### **Requirements**

<b>Education</b>	<ul style="list-style-type: none"> <li>• Desirable finance, business or administration related diploma</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Essential previous working experience of at least two years in relevant jobs.</li> <li>• Desirable experience in MSF or other NGOs in developing countries.</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Essential English and Arabic Languages (both oral and written).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Essential computer literacy (word, excel and internet)</li> </ul>

#### **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/uUbCP7vYaR>

**Only shortlisted candidates will be contacted through their email address.**

Deadline of Application: **22<sup>nd</sup> February 2026 (Sunday)**

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