



MSF Switzerland
Swieda, Syria

MSF Switzerland (MSF-CH)

JOB VACANCY – Finance and Human Resource Assistant

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **March 01, 2026, to March 31, 2026 (with the possibility of extension)**.

- **Position: Finance and Human Resource Assistant**
- **Number of Vacancies: 1**
- **Location: Sweida Governorate and its villages**
- **Residence: Sweida Governorate and its villages**
- **Posting date: 11/02/2026**

Scope of responsibilities:

Execute Administrative, Financial, and Human Resources tasks under the supervision of the Administration Manager to ensure accurate payroll management, compliance with legal requirements, proper cash handling, reliable accounting processes, and translation in support of MSF activities in Sweida.

Main tasks:

HR & Administrative Tasks

- Execute administrative and legal related HR tasks, including checking payroll calculations and updating personal files to ensure accuracy, compliance, and timely salary payments.
- Prepare employment contracts in line with legal requirements and apply amendments when necessary to ensure compliance with local labor and fiscal laws.
- Maintain and update HR databases, personnel files, and records to facilitate HR management processes.
- Update employee files with Social Security and Tax authorities to meet legal obligations.
- Prepare monthly payslips, ensuring accuracy and punctuality of staff payroll.
- Prepare final payslips and employment certificates at the end of contracts in accordance with legal requirements while protecting MSF interests.
- Make administrative information available to staff through postings, meetings, or other communication channels.
- Assist the Administration Manager in translating documents into the local language and provide interpretation support during meetings when required.
- Support communication and coordination with local Sweida Authorities and Administrators.

Finance & Accounting Tasks

- Implement cash management procedures to ensure maximum control, security, and availability of funds.
- Assist in monthly treasury forecasting and financial planning to cover operational needs such as salaries, advances, and daily expenses.
- Process supplier payments while ensuring strict documentation control and reporting any discrepancies.
- Carry out accounting tasks to maintain strict expenditure control and ensure the reliability of financial records and supporting documentation.
- Classify, prepare, and file accounting documents as requested by the Administration Manager.
- Enter accounting data into the accounting software with support from the Administration Manager and/or Accounting Manager

Recruitment criteria

- Education:** • Diploma or degree in Finance, Accounting, Business Administration, HR, or related field
- Experience:** • Essential previous working experience of at least one years in relevant jobs.
• Previous experience in Finance, HR, or Administration (preferably with NGOs).

Languages: Mandatory, bilingual in both English language and Arabic languages.

- Skills:**
- Essential computer literacy
 - Good knowledge of Syrian Labor and Tax Regulations is an asset

- Competencies:**
- Ability to maintain confidentiality and work under pressure.
 - Strong organizational and documentation skills.
 - Results
 - Teamwork
 - Flexibility
 - Commitment
 - Stress Management

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

The deadline to apply is 18 February 2026 at 5:00 PM.

<https://forms.gle/48wpuLhnf5QQmEyK9>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate. Your data will be treated*



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confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.