

Médecins Sans Frontières - Switzerland

JOB VACANCY - HR 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 is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** HR Assistant
- **Location:** Damascus/Syria.
- **Start date:** 1/2/2026.

Scope of responsibilities:

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.

Main tasks:

- 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 payslips 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
- Additional context specific tasks:
 - For this position, the direct line manager is the Personnel Administration Manager (PAM), not the Project HR Manager
 - Supervise domestic staff (cleaners, cooks) in MSF premises (office and guest houses)
 - Manage office supplies (stationary, hygiene products, coffee break items), including ensuring proper storage conditions, monitoring consumption, distributing cleaners, and preparing quarterly replenishment orders
 - Support to HRCO with administrative tasks related to visas, movements, and accommodation procedures of international staff
 - Provide support with local recruitment processes, particularly scheduling interviews, preparing test sessions, organizing files, etc.

Recruitment criteria

<u>Education:</u>	<ul style="list-style-type: none">• University degree in HR, finance, business administration
<u>Experience:</u>	<ul style="list-style-type: none">• Minimum 1 year of experience in relevant jobs is essential, ideally in MSF or other NGOs
<u>Languages:</u>	<ul style="list-style-type: none">• Proficiency in English and Arabic (both written and spoken) is essential
<u>Competencies:</u>	<ul style="list-style-type: none">• Good computer skills (MS word, Excel, Power Point, Outlook)• Results and Quality Orientation• Teamwork and Cooperation• Behavioral Flexibility• Commitment to MSF Principles• 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 QR code on their smartphone.

The deadline is no later than 12/01/2026 (COB)

<https://forms.gle/WYZVJDLGJBmtBFT68>



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 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.