

Job Announcement (Internally & Externally)

- PROJECT FIN/ HR MANAGER – Based in Nawa

Médecins Sans Frontières (MSF Spain) 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.

MSF SPAIN is advertising for the following position: **PROJECT FIN/ HR MANAGER** – Full Time.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • Essential, bachelor's degree in finance, management (business, HR) or administration.
Experience:	<ul style="list-style-type: none"> • Essential previous experience of at least 2 years in relevant and similar jobs • Desirable: Experience with MSF or other INGOs in developing countries
Languages:	<ul style="list-style-type: none"> • Arabic and English languages (B2 Independent user).
Others:	<ul style="list-style-type: none"> • Essential computer literacy (word, excel and internet) • Desirable HR and Financial MSF software (Homère, FFC, SAGA)
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Nawa, Daraa Governorate
Level:	<ul style="list-style-type: none"> • 9
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	<p>Planning, coordinating and implementing HR, Admin and Financial activities and policies in the project according to legal obligations and MSF protocols, standards and procedures in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the project and to realize the HR capacity required to achieve project objectives.</p>
Main responsibilities and tasks	<ul style="list-style-type: none"> • Responsible for the interface with MOH regarding the MoU's invoices: reception, verification, approval and payment request. • Implementing financial circuits and workflows including cash box management, advances etc. according to MSF rules to anticipate project level expenses and ensure optimal cash flow management and security. • Responsible for budget preparation and follow up in monthly basis. Ensuring the proper accountancy of cost. Identify potential deviation of the budget, analyze and present the information in a proactive way. • Prepare project Money security rules, according to the project security situation through liaising with Field Co and Fin Co. • Contract management and follow up, check rental and service contracts and make sure it's following the procedures, share with FinCo for legal check and follow up. • In coordination with the other project manager, ensuring the follow up of the performance of the staff through the performance management system. <p>Human Resources</p> <ul style="list-style-type: none"> • Ensure all projects employees have valid and up to date employment contracts. • Ensure that all Job descriptions are completed, regularly reviewed and updated to reflect the evolving context and the requirements of each role. • Participate in drafting the MoUs and coordinate with partners to ensure compliance with the agreed terms and conditions. • Responsible for reviewing the HR documents submitted by partners and ensure that the compensation is processed accurately on time. • Oversee the accurate monthly payroll process, ensuring that all variable such as the advances, leaves and other entitlements are correctly calculated and recorded. • Stay informed about current Syria legislation particularly Labor laws and tax law, to ensure full legal compliance. • Ensure strict adherence to internal regulations within the project and take corrective action in case of non-compliance. • Actively contribute in updating the internal regulations and other HR policies and procedures. • communicate disciplinary policy clearly to employees and promote standards of responsible behaviour. • Responsible for reporting any violation and work actively with the HRCO on data collection to facilitate investigation process.

	<ul style="list-style-type: none">• Responsible for drawing and updating the staffing plan on a monthly basis, ensuring alignment with operational needs• collaborate actively with the PC and the HRCO to establish the chain of commands and to identify functional team required to properly supporting project activities.• Ensure the implementation of onboarding and offboarding procedures. Participate in staff Briefings and Debriefings.• Responsible for supporting the L&D manager by collecting information on staff learning needs. And collaborating with Head of departments to conduct training and development assessment at the project level.• Maintain good relationship with local labor office and ensure ongoing communication to support the effective implementation of labor law at the project office.• Prepare and submit the HR related reports such as Sitrep and 4 month report.• Contribute in articulating the annual HR plan and learning plan for the project.• Monitor economic indicators and market prices regularly. update the food basket monthly.• Address and resolve any payroll discrepancies, ensuring accurate calculation of overtime and other benefits.• Participate in recruitment processes, ensuring compliance with recruitment policies. Report hiring challenges and propose action plan to enhance gender balance and improve recruitment outcome.• Work closely with head of department to promote work life balance and encourage early planning of annual leaves.• Keep the HRCO aware about any official communications regarding public holidays and updates from labor office, income tax department and social security corporation.• Responsible for calculating the monthly per diem for IMS, support their movements and verify the validity of travel documents. Responsible for all movements and/or accommodation of staff in the Project in case they need to move out of the project operational base or staff coming to support the project.• Ensure that Local Hired Staff LHS have all the necessary travel documentation and payments prior their departure to participate in any of MSF international trainings or events.• Foster positive work environment and promote diversity and inclusion, equity and collaboration.• PMS: oversee the performance evaluation process with head of departments and ensure that all staff receive at least one evaluation per year. Ensure the quality of PMS are up to standard and follow up on any recommendations to address poor performance or lack of competency.• Maintain good relationship with DoH Daraa and conduct field visits to Nawa hospital.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://forms.gle/BzxqjLQxN6ooWLvB6>

Only shortlisted candidates will be contacted through their email address.

Closing date: Saturday 26th of July 2025.

Important notes:

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favoritism during the recruitment process, and such actions may be pursued through the judicial system.