

## 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](http://www.msf.org)*

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

### PERSONNEL ADMINISTRATION MANAGER

Type of contract: **Service Agreement**  
Duration: **3 months, renewable**  
Place of Work: **Damascus**  
Need: **Up to 45 hours / week**  
Start Date: **15 July 2025**

#### MAIN PURPOSE

Is responsible of ensuring that MSF is a Responsible employer in the mission, supports proper management of HR across the board and assumes full responsibility of all Administrative and legal issues in the Mission.

#### MAIN ACCOUNTABILITIES

- Know labour legislation in force in mission country; keep her/himself informed of any amendment made in labour legislation by regularly checking legislation sources and/or regularly meeting with lawyer, other local authorities at this level.
- Know all MSF policies, procedures, tools, standards and principles regarding all staff' (national, international, regional, etc.) working conditions, benefits and remuneration, job profiles and function grids, health coverage, etc., adapts them to the Mission reality and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff throughout the Mission.
- Is responsible for the proper implementation and follow up of internal regulations and terms of employment contracts of all national staff, ensuring that all staff is employed in the frame of fair labour conditions, and according to local legislation, MSF HR vision, values and principles.
- In close collaboration with HRCO, ensures regular administrative meetings with all staff throughout the mission take place in order to ensure they are aware and respect their rights and duties and to inform them of any change in Labour legislation and general employment framework which may affect them (i.e. legal amendments, changes in local practices, new HR-Admin policies or procedures, amendments to Internal Regulations, etc.).
- Is responsible to ensure that all functions and job profiles at Mission level meet with the Mission's function grid ap-proved by HQ and are aligned with MSF Standard Job Profiles and Function Grid, and that any new function or amendment to an existing one (including significant changes in responsibilities and/or mixing existing functions) are requested in advance to HRCO and HRO/REHUCO for previous validation by HQ. Identifies deviations and shares them with HRCO in order to draw an action plan in case corrections are needed/convenient.
- Is responsible to ensure that National Staff remuneration (salary, post adjustments, compensations,

final settlements, etc.) and benefits (holidays, leaves, social coverage, health coverage, etc.) meet with the Mission's salary grid validated by HQ, Internal Regulations and HR policies, ensuring MSF acts as a responsible employer at any time.

- In close coordination with the Financial Coordinator, ensures fulfillment of national legislation regarding employees' taxes and social security at Mission level, checks that monthly declaration forms for taxes and employee/employer social security contributions are correct and sends them to the Financial Department.
- Informs HRCO in case a legal risk is detected within her/his area of responsibilities and suggests actions to take in order to prevent it. Follows up employees' claims and keeps HRCO informed at any time.
- Ensure that MSF, as an employer, as well as all MSF employees comply with safety and risk prevention measures as stated by local legislation and/or MSF standard policies and procedures.
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents upon request of HRCO, and ensuring preparedness in case of evacuation.
- Upon request of the HRCO, maintain regular contact with ministries, national administrations, other MSF sections and other NGOs to improve/keep up to date with administrative practices.
- Knows Homère in depth and ensures a proper parameterization, use of the system and quality of data throughout the Mission, being her/himself the Missions' technical reference in absence of a person specifically in charge of the system.
- Ensure, in close collaboration with HRCO and Logistics department, that all international and internal movements in the Mission are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.

## MAIN ACCOUNTABILITIES

- Supervise check of staff files making sure all required documents and information are stored and organized in an efficient way.
- Check Homère database and that information entered and saved into the system mirrors the staff file documents
- Check Homère skills of HR Assistant (and admins) and HRCO Assistant and train, when necessary, as to ensure proper use of the tool
- Ensure latest additions to the HR Guidelines are implemented in the project
- Provide support with monthly sitrep by supervising the timely collection / transmission of HR data and Org. Chart by the fields to HR department of the coordination
- Provide support in recruitment

## REQUIREMENTS

- Education** Degree in administration related studies.
- Experience** Working experience of at least two years in administration
- Languages** Essential mission working language.
- Competencies**
- People Management.
  - Commitment, Flexibility.



- Results and teamwork

## 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/rKxYyALDVxaXBFMW7>

**CLOSING DATE 26 JUNE 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.**