

Re- Advertised Vacancy (Internally & Externally)**- HR COORDINATOR ASSISTANT –
based in Damascus**

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 Re-advertising for the following position: **HR COORDINATOR ASSISTANT – Full Time.**

Requirements for the position	
Education:	<ul style="list-style-type: none"> • University degree in HR, Business or Administration related studies.
Experience:	<ul style="list-style-type: none"> • At least 2 years working experience in the same field. • Desirable previous experience with MSF or other NGOs in developing countries.
Languages:	<ul style="list-style-type: none"> • Essential: Fluency in Arabic and English, (high level command in oral and written communications).
Others:	<ul style="list-style-type: none"> • Essential: Computer proficiency in MS Excel and Word / Desirable: Homere software.
Descriptions/Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Damascus - Syria
Level:	<ul style="list-style-type: none"> • 7
Contract Duration	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	<ul style="list-style-type: none"> • Implement general administrative procedures in order to ensure documentary traceability as well as compliance with local labour and fiscal regulations, under the HR Coordinator's supervision.
Main responsibilities and tasks	<p>Payroll & Data Management:</p> <ul style="list-style-type: none"> • Manage and maintain all HR archives, including staff files, social security documents, payroll records, and income tax files. • Prepare payroll for coordination staff and manage data for coordination Locally Hired Staff (LHS). • Ensure the quality and accuracy of staff personal files by regularly updating employee information in both digital (Homere database) and hard copy formats. <p>Office Management:</p> <ul style="list-style-type: none"> • Handle and follow up on all job requests and internal requests related to the HR department. • Conduct daily checks and follow-ups on administrative needs for the office and guesthouses. • Manage and track all internal requests from the HR department; act as the focal point for the supply department, oversee all HR-related items, and ensure their availability through quarterly monitoring based on operational needs. <p>Supervision:</p> <ul style="list-style-type: none"> • Supervise cleaners by closely monitoring their daily and weekly tasks, reviewing checklists, identifying training needs, and ensuring adherence to safety and security protocols. <p>Other Administrative Tasks:</p> <ul style="list-style-type: none"> • Provide technical support to the mission HR team regarding Homere and assist with uploading and archiving monthly submissions. • Archive and monitor all types of agreements (lease, service, and employment contracts). • Assist the HR Coordinator with document translations. • Manage the issuance of MSF ID cards for both International Mobile Staff (IMS) and Locally Hired Staff (LHS). • Oversee administrative payments within the HR department, including preparing payment requests and following up with the finance department. • In collaboration with department heads at coordination level, ensure compliance and management of daily workers according to mission guidelines. • Disseminate administrative information to staff (e.g., postings, memos, vacancies), organize meetings, and briefings. • Maintain and regularly update the mission's contact list.

Vac#2025006

HOW TO APPLY:

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

<https://forms.gle/JTaXWoia8nyygiKb9>

Only shortlisted candidates will be contacted through their email address.

Closing date: Thursday 24th July 2025.

Important notes:

- Please note that due to the urgency to fill this position, you are encouraged to apply immediately as we will be reviewing applications on a rolling basis, therefore we may withdraw the position before the advertisement's closing date if we receive a sufficient number of candidates or a suitable candidate/s is identified.
- **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 favouritism during the recruitment process, and such actions may be pursued through the judicial system.