JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	**FIN/ HR ASSISTANT**
Employer	Médecins Sans Frontières - Belgium
Duty Station	Idleb - Iskat
Deadline for applications	28th November 2026
Contract status	6 months renewable
Type of contract	Service Agreement - Full time
Start Date	December 2026

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

Médecins Sans Frontières أطباء بلا حدود

Médecins Sans Frontières T-shirt أطباء بلا حدود - موظفي

Main Purpose:

Execute administrative tasks and do follow up of project accountancy, according to administration manager's indications and MSF procedures, in order to ensure legal compliance and keep a strict control over monetary resources.

Accountabilities:

- Execute administrative and legal related tasks, under supervision of the Administrator Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security, and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security & Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending MSF 's interests.
- Follow up 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.
- Assist the administration manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Administration Manager.
- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Administration Manager and/or the Accounting Manager (ACMA).
- Support the Administration Manager in translating documents into local language. Assists the Administration Manager in meetings upon request.

MSF Section/Context Specific Accountabilities

- Supporting in the recruitment process, preparing the vacancy announcement, opening the position, communicating with candidates, pre-screening to CV's, support in the written test and interviews.
- Supervising cleaners in Iskat office, their daily activities and cleaners DWs in case of replacement
- Updating contact list and organigram with project team monthly.

Requirements:

Education:	Desirable finance, business or administration related diploma.
Experience:	Essential previous working experience of at least two years in relevant jobs. Desirable experience in MSF or other NGOs in developing countries.
Languages :	Professional working proficiency in English and Arabic

Application process:

In order to apply for this position, please click on this **Link** or scan the quick code (QR) and fill in the application form In **English Language**. Please keep in mind that **applicants must use a personal Gmail Account in order to be able to complete the application form.**



Before submitting the application, make sure to enter all the required data and upload your CV and other required documents in the dedicated spaces. **Submitting is allowed for one time only**.
DEADLINE: Completed applications must be received by the 28th November 2026.

Due to the urgent need to fill this position, we encourage you to apply immediately, as applications will be reviewed on a rolling basis. Therefore, the vacancy may be closed before the advertised closing date if a sufficient number of candidates is received or if a suitable candidate(s) is found.