



JOB PROFILE

An Administrative Officer

International Operations Department – Middle-East / Syria, South-Damascus

Date updated: June 2026

MAIN RESPONSIBILITIES

Under the supervision of the Administrative Coordinator, the Administration Finance HR officer manages the monthly closing preparation (compilation and closing document preparation and verification of analytical allocation and justification), partner expenses follow up and reviews, supports in administrative process, HR administrative management and follow up, and salary management.

WORKING RELATIONSHIPS

- **Hierarchical link:** Administrative Coordinator
- **Functional link (if any):** N/A
- **Other:** He/she work in close collaboration with all staff of the mission (Program, logistics...)

ROLES / TASKS

1. Financial organization and compliance

- Proceed with a monthly update of our Yearly forecast in the Budget Follow Up tool (BFF), in coordination with the budget holders
- Identify and analyses any discrepancy with our Yearly and Donors budgets and suggest solutions
- Propose necessary reallocations and modifications
- Participate to the monthly grants review meeting, provide financial information to the coordination team both proactively and upon request to monitor projects budget spending plan for program

2. Treasury & Accounting

- Cash management (inventories, management of foreign currencies, banks, supplies, etc.)
- Establish payments, manage advances, and monitor contract payment deadlines
- Carry out accounting procedures (recordings, codification, reconciliation, closing, transmission, archiving, etc.)
- Check invoices (compliance check), file, copies, archive
- Under the Administrative Coordinator supervision, support the implementation of the Money Management Protocol (MMP) and Golden Rules on the mission and MMP's regular update (in coordination with the Administrative Coordinator)
- Under the Administrative Coordinator supervision, support a proper cash flow and liquidities for the mission
- Ensure MdM's accounting standards and rules are respected
- Ensure the analytic is coherent with the financial strategy
- Under the Administrative Coordinator supervision, support MdM compliance with tax laws in collaboration with accounting firm / lawyer
- Be responsible for the monthly closure process
- Support the semi-annual & annual accountancy closure, in coordination with HQ
- Facilitate audits at field level

3. Human resources management

- Work in collaboration with the Administrative Coordinator to define the HR needs and revise the HR budget accordingly
- Under the Administrative Coordinator supervision, update the organizational chart, clarify hierarchical and functional links, and follow the set-up for its monthly update, jointly with the coordination and field team
- Participate to the definition of HR needs in terms of writing project proposals and any amendments
- Ensure reporting on HR indicators (internal and external) to the mission managers and Administrative Coordinator
- Ensure that every employee file is updated according to MDM standards and the quality of the paper archives and HR datas
- Under the Administrative Coordinator supervision, draw up contract in collaboration with the lawyer
- Pay wages, prepare pay slips and post-pay management (social and employer charges)
- Manage and monitor absences (leave, sick leave, etc.)
- Provide support with managing disciplinary cases (writing letters, legal advice, archiving, etc.)
- Provide support with recruitment (headhunting support, publishing advertisements, sorting CVs, invitation to interviews, organize written tests, collate references, etc.)
- Participation in the implementation of the training plan (follow-up with training organisations, monitor individual training files, etc.)
- Coordinate the monthly follow up of HR tools and ensure sharing with HQ the needed updates respecting the schedule
- Participate and ensure the rolling out of the occupations and salary grid within the mission as well as the salary policy for national staff and ensure its strict implementation
- Support the Administrative coordinator for the improvement of the HR policy in accordance with the legal framework of the country and MdM core values (Conditions of employment, payroll process, medical policy, recruitment, training plan, disciplinary, evaluation process...)
- Ensure complete implementation and application of the MdM HR policies and propose improvements or adjustments if necessary
- Under the Administrative Coordinator supervision, support the implementation and follow up of the Expat HR policy (ex. housing condition; travel policy) in collaboration with the HQ HR Advisor
- Support the Administrative Coordinator regarding the implementation of the updated MdM PSEA policy (protection against sexual exploitation and abuse)
- Support manager to manage conflicts, when necessary, in order to ensure labour legal compliance and to improve manager awareness
- Take part in disciplinary procedures and investigations
- Under the Administrative Coordinator supervision, manage visas, work permits and various authorisations (applications, monitoring expiry dates, renewals).

4. Team management and capacity building

- Recruit staff under his/her direct or technical responsibility
- Ensure proper induction and capacity building of the team
- Develop individual action plans and proceed to regular professional evaluations of the team under his/her direct or technical responsibility
- Train and provide technical support (guidelines and/or tools) for the staff mission
- Organize and conduct regular department meetings

5. Representation and Communication

- Liaise with INGOs heads of Admin Departments in-country and actively participate in interagency coordination meetings
- Provide strong oversight to MdM local partner activities, including compliance with donor regulations and build their capacity to ensure full understanding of the financial responsibilities
- Participate to the monthly Mission's Situation Report compiled by the Administrative Coordinator and to all other reports by providing relevant data

This list of activities is not exhaustive and may change depending on the situation.

REQUIRED PROFILE

Training & Experience

- Minimum Bachelor Degree in Finance/Administration or Human Resources Management
- Two years' experience in the international NGO field as Administrative Officer or Finance Officer

Skills

- **Technical**
 - Analyse significant discrepancies between forecasts and actual records, interpret them, contextualise them, identifying the causes and risks, warn
 - Adapt schedules according to priorities and unforeseen events
 - Conduct professional interviews (recruitment, guidance, etc.)
 - Design, formalise and adapt procedures / protocols / operating modes/ recommendations relating to the area of competence
 - Analyse and structure a pay and staff administration process
 - Identify and look for pay errors and their causes, and resolve them
 - Understand and interpret the legal administrative framework for staff and the MdM rules
 - Design and analyse remuneration methods and rules
 - Identify and analyse training and recruitment needs
- **Soft**
 - Diplomacy, negotiation, and networking skills
 - Ability to work under a minimum of supervision
 - Reactivity, anticipation, adaptability, capacity to take initiatives
 - Ability to classify and to manage priorities
 - Team spirit
- **IT**
 - Excellent Microsoft Office skills (especially Excel/ Office 365 Tools)
 - Knowledge of accountancy software (SAGA, Compass)
- **Languages**
 - Fluency in Arabic is mandatory
 - Fluency in English is mandatory

CONDITIONS OF EMPLOYMENT:

- Type of contract: Service contract
- Starting date: ASAP
- Rhythm: full-time
- Location: position based in Damascus, with regular travels on the field
- Related occupation: category 5, ~ 1 360 USD
- Benefits: Food, Transportation and Medical Allowance. In addition to 13th Month bonus)

Application:

Send a CV and Cover Letter by email to: recruitment.syria@medecinsdumonde.net.

Object of the Mail: SYR/HR/ADMIN OFFICER

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.