

**Job Vacancy Announcement**  
(Internally and externally)

**Candidates from Bukamal are preferred, Female Candidates are strongly encouraged to apply.**

**Finance and Human Resources Assistant**

**Médecins Sans Frontières (MSF)** 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.

<b>Job Family</b>	HR, Finance, Administration
<b>Place of Work</b>	Al-Bukamal- Syria
<b>Level</b>	6
<b>Type of Contract</b>	Service Agreement, Renewable

**Objectives of the position:**

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.

***We are an equal opportunity employer, we do not charge a fee for any applications received.  
Only short-listed candidates will be contacted.***

### Specific Accountabilities

- Assist the Fin/HR Manager for LRS/Incentive staff trainings relevant to HR/Admin/Finance \_ Welcome to MSF, Code of Conduct etc.
- Encoding the invoices on Unifield(Finance) on day to day basis
- Registering all the staff personal details on Homere (Human Resources) on regular basis
- Translate and or edit the documents from English to Arabic or Arabic to English.
- Ensure effective onboarding of all national staff by preparing induction materials, organizing induction sessions, and remaining available to address questions to support smooth integration into the team.
- Support the team in adapting to a rapidly changing emergency response context by helping to establish basic structures and processes during the initial growth phase of the project.
- Actively support the implementation of new policies by ensuring clarity in communication, gathering feedback from the team, and sharing key learnings and observations with the Fin/HR Manager to help adapt and iterate pro-cesses in line with project needs and the evolving context.
- Follow up on all guest house matters and ensure with the collaboration of cooks and cleaner no shortage in items and all room prepared before the visitor arrived.
- Assist the Fin/HR Manager for office and household related requests and support team members in preparation and arrangement of trainings
- Ensure proper hard and soft copy documentation for all payments and critical processes, maintaining strong archiving practices
- Assist the Fin/HR Manager in coordinating the Finance and HR related matters at in both sites.

### Requirements

Education	<ul style="list-style-type: none"><li>• Essential: Finance, Business, or administration related diploma.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Essential: Previous working experience of at least two years in relevant jobs.</li><li>• Desirable: Two years of Experience in MSF or other NGOs in Relevant in jobs developing countries.</li></ul>
Language	<ul style="list-style-type: none"><li>• Essential: Mission language (English and Arabic)</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Essential: Computer literacy (word, excel and internet)</li></ul>

### How to apply:

*“Important to scan the QR code or click the link below and fill the form for your application to be considered.”*



<https://forms.office.com/e/2W9RUVzrhB>

**Only shortlisted candidates will be contacted through their email address.**

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Opening Date: 19/03/2026

Deadline of Application: **28/03/2026 4:30 pm**

Published on 19/03/2026

- Applicants must attach/upload their CVs, Cover letter along with their most recent and relevant diplomas
- Applications without CVs are not taken into consideration
- If any of the other required documents are missing, the application will not be considered
- If any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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