

MSF Switzerland (MSF-CH)

JOB VACANCY – HR AND FINANCE ASSISTANT

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** HR and Finance Assistant
- **Location:** Homs/Hama, Syria

Scope of responsibilities:

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

Main tasks:

- Execute administrative and legal related tasks, under supervision of the Administration Manager, checking payroll calculations and updating personnel 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 personnel 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 other alternatives.
- 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.
- Manage cash boxes and process the payment to suppliers, and keep strict control of all documentation involved, informing the Administration Manager of any disparities. 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 to local language. Assist the Administration Manager in meetings upon request.
- Supervise domestic staff (cook, cleaners) and manage office stock of administrative supplies.
- Support Manager with staff movement planning, booking accommodation, and other minor administrative tasks.

Recruitment criteria:

Education:

- Finance, business or administration related diploma/university degree

Experience:

- Previous working experience of at least two years in relevant jobs is essential
- Experience with MSF or other NGOs in developing countries is desirable

Languages:

- Fluency in English and Arabic is essential

Competencies:

- Computer literacy (Word, Excel, Internet) is essential

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Stress Management

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

The deadline is no later than 16/09/2025.

<https://forms.gle/zdZmHL7N4Wq89fFR7>

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.