

Médecins Sans Frontières

JOB VACANCY – Personnel Administration Manager

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 is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Personnel Administration Manager
- **Location:** Damascus/Syria

Scope of responsibilities:

Is responsible of ensuring that MSF is a Responsible employer in the mission, supports proper management of HR across the board and assumes full responsibility of all Administrative and legal issues in the Mission.

Main tasks:

- Know labour legislation in force in mission country; keep her/himself informed of any amendment made in labour legislation by regularly checking legislation sources and/or regularly meeting with lawyer, other local authorities at this level.
- Know all MSF policies, procedures, tools, standards and principles regarding all staff' (national, international, regional, etc.) working conditions, benefits and remuneration, job profiles and function grids, health coverage, etc., adapts them to the Mission reality and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff throughout the Mission.
- Is responsible for the proper implementation and follow up of internal regulations and terms of employment contracts of all national staff, ensuring that all staff is employed in the frame of fair labour conditions, and according to local legislation, MSF HR vision, values and principles.
- In close collaboration with HRCO, ensures regular administrative meetings with all staff throughout the mission take place in order to ensure they are aware and respect their rights and duties and to inform them of any change in Labour legislation and general employment framework which may affect them (i.e. legal amendments, changes in local practices, new HR-Admin policies or procedures, amendments to Internal Regulations, etc.).
- Is responsible to ensure that all functions and job profiles at Mission level meet with the Mission's function grid approved by HQ and are aligned with MSF Standard Job Profiles and Function Grid, and that any new function or amendment to an existing one (including significant changes in responsibilities and/or mixing existing functions) are requested in advance to HRCO and HRO/REHUCO for previous validation by HQ. Identifies deviations and shares them with HRCO in order to draw an action plan in case corrections are needed/convenient.
- Is responsible to ensure that National Staff remuneration (salary, post adjustments, compensations, final settlements, etc.) and benefits (holidays, leaves, social coverage, health coverage, etc.) meet with the Mission's salary grid validated by HQ, Internal Regulations and HR policies, ensuring MSF acts as a responsible employer at any time.
- In close coordination with the Financial Coordinator, ensures fulfillment of national legislation regarding employees' taxes and social security at Mission level, checks that monthly declaration forms for taxes and employee/employer social security contributions are correct and sends them to the Financial Department.
- Informs HRCO in case a legal risk is detected within her/his area of responsibilities and suggests actions to take in order to prevent it. Follows up employees' claims and keeps HRCO informed at any time.
- Ensure that MSF, as an employer, as well as all MSF employees comply with safety and risk prevention measures as stated by local legislation and/or MSF standard policies and procedures..
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents upon request of HRCO, and ensuring preparedness in case of evacuation.
- Upon request of the HRCO, maintain regular contact with ministries, national administrations, other MSF sections and other NGOs to improve/keep up to date with administrative practices.

- Knows Homère in depth and ensures a proper parameterization, use of the system and quality of data throughout the Mission, being her/himself the Missions' technical reference in absence of a person specifically in charge of the system.
- Ensure, in close collaboration with HRCO and Logistics department, that all international and internal movements in the Mission are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.

Recruitment criteria

Education:

- Degree in administration related studies.

Experience:

- Working experience of at least two years in administration, MSF or other NGOs ex-perience is an advantage. Management experience is an advantage.

Languages:

- Proficiency in Professional English and Arabic (both written and spoken) is essential

Competencies:

- People Management.
- Commitment.
- Flexibility.
- Results.
- Teamwork.

How to Apply:

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

<https://forms.gle/kYuuYwyx19CE4gSt8>



The deadline is no later than 19/11/2025 (COB)

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.