

## Re-Advertised Position at MSF SPAIN

### FIN/ HR ASSISTANT – (Internal & External)

**Based in Nawa in Daraa Governorate**

**MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.**

**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.

**MSF SPAIN** is re-advertising for the following position: **FIN/ HR ASSISTANT – Full Time in Nawa.**

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Essential: Diploma in Finance, Business, HR or Administration related diploma.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Essential: Minimum previous experience of at least 2 years in relevant or similar jobs.</li> <li>• Desirable: Experience with MSF or other INGOs in developing countries.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Essential: Arabic and English language is essential.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Essential: Computer literacy (Word, Excel and Outlook).</li> <li>• Desirable HR and Financial software (Homère, FFC, SAGA).</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<b>Nawa in Daraa Governorate</b>
<b>Level:</b>	<ul style="list-style-type: none"> <li>• 6</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	Execute administrative tasks and do follow up of project accountancy, according to administration manager's indications and <b>MSF</b> procedures, in order to ensure legal compliance and keep a strict control over monetary resources.
<b>Main responsibilities and tasks</b>	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Ensures efficient and controlled cash management procedures.</li> <li>• Secures close follow -up of expenses, petty cash treasury, and accountancy of the base.</li> <li>• Processes payments to suppliers and advances, after checking the supporting documents and keeps accurate and clear related documentation/physical and electronic copies.</li> <li>• Communicating with functional line management if any discrepancy in the accountancy justification.</li> <li>• Files the accounting documents and enters the accounting transactions in the accounting software on daily basis, with support from the direct line manager and/or the accounting Manager (ACMA).</li> <li>• Follows-up on contract and administrative agreements from the initial elaboration to renewals and/or termination (Rentals, Services, etc) assuring compliance with the terms and conditions of the contract.</li> <li>• Supports the admin manager in administrative follow-up related to partnership MoU agreements and supports with processing the payments to the partners according to MSF's rules and the related Syrian laws.</li> <li>• Assistance for financial documents translation from English to Arabic and vice versa, if needed.</li> <li>• Participate in weekly and monthly reports, weekly and monthly money request.</li> </ul>

## **Human Resources:**

### Administrative Management of Locally hired staff

- Maintain accurate and up to date employees' files both digital and physical, ensure confidentiality and compliance with the policies and legal requirements
- Updating the project organigram on a monthly basis.
- Makes all administrative information available to the staff (posting, meeting, internal memo...)
- Act as the first point of contact for employees' inquiries regarding HR policies and benefits. Help foster a supportive and positive work environment.
- Locally hired staff contract management:
- Administrative supervision of employment contracts (draft employment contracts and amendments upon Admin manager request).
- Track end of contract dates and bring them to the attention of Admin manager.
- Inform the Admin manager about the status of the Job descriptions (in case of not comprehensive and not complete).
- Prepare the employment contracts and drawing up amendments.

### Onboarding and offboarding

- Welcome / ensure any staff is welcomed upon arrival.
- Organize briefing and debriefing agenda.
- Ensure that the employment contract, the internal regulation, MSF charter, PSEA clause and Job description are signed in proper manner.
- Make sure that working space and equipment is available for the newly recruited staff.

### Annual leaves management:

- Inform the employees about their annual leaves' entitlement.
- Support the Admin manager to draw up an annual leaves plan.
- Track outstanding annual leaves entitlements in MSF HR software (Homère) and anticipate adjustments required.

### PMS (Performance Management System):

- Ensure each staff has an evaluation done timely. Report to Admin manager when there are some delays in the evaluations.
- Upload the final evaluation report to Homere.

### Pay Management for locally hired staff:

- Creates employee file, enters all necessary information and keep the data up-to date. Upload the necessary documents to Homere.
- Enter the variable data for pay slips into Homere.
- Ensure the taxes are deducted according to applicable laws.
- Prepares the income tax declaration and social security reports on a monthly and yearly basis.
- Enter advances into Homere and share the file with Finance assistance.
- Collect attendance records from department managers and noting any absences, collect overtime forms, check their validity, and enter the various data into Homere
- Participate in preparing monthly pay slips and check that each slip is correctly filled in, and print pay slips.
- Responding to employees' inquiries related to payroll and benefits.
- Prepares final settlement, checks all remaining unpaid leave, adjust Homere variables and prepare all exit documents according to applicable laws.
- Prepares the payment sheet for daily workers.
- Collect the movement logbook together with all supporting document on a monthly basis and prepare the travel allowance payment sheet.
- Support in resolving any payroll discrepancies or issues.

### Recruitment:

- Assist in Preparing the vacancy announcement.
- Co-ordinate written test and interview logistics.
- Pay Management for seconded staff:
- Collecting and checking the supporting documents provided by partners (timesheets, contracts...etc).

	<ul style="list-style-type: none"> <li>• Enter the data in mission partner staff incentive sheet or in Homere and calculate the monthly incentives.</li> </ul> <p><u>Training and Development:</u></p> <ul style="list-style-type: none"> <li>• Coordinate trainings, workshops, and other development programs as requested by the L&amp;D manager and Admin manager.</li> <li>• Ensure the training participants have the full information and the necessary documents related to the training programme and certifications.</li> <li>• Support the employees in getting visas and other travel documents for international trainings.</li> <li>• Tracking employee's attendance and progress.</li> </ul> <p><u>Archiving and general Administration:</u></p> <ul style="list-style-type: none"> <li>• Perform clerical tasks, such as filing, data entry and handling HR-correspondence. Help organizing HR meetings, events and team building activities.</li> </ul>
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### **HOW TO APPLY:**

If you recognize yourself in this profile, we welcome you to send your ID, CV, and education certificate through the below link:

<https://forms.gle/U9iQ26jkdHNsqW2L7>

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

**Closing date: Tuesday 7<sup>th</sup> April 2026**

### **Important notes:**

- Incomplete applications (no CV, ID, Education certificate) and sharing false information will lead to automatic disqualification.
- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- This position is open to national candidates only.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.