AS01002
HR COORDINATOR ASSISTANT

Level 7

Reports to (Hierarchical)
Human Resources Coordinator

Reports to (Functional)
Human Resources Coordinator

Job Family
HR & FIN

Main Purpose
Implement general administrative procedures in order to ensure documentary traceability as well as compliance with local labour and fiscal regulations, under the HR Coordinator’s supervision.

Accountabilities
- Following the HR Co’s instructions, supervise that the internal regulations are followed in the mission in order to ensure both tax and labour regulation compliance
- Execute recruitment activities ensuring transparency and equity and issuing job offers conveniently in order to meet HR needs.
- Inform all the new staff on Staff Regulations, HR policies and regulations and/or living conditions in order to facilitate staff integration and their security.
- Execute, under the HR Coordinator supervision, employee contract related activities (file opening and formal documentation archiving, personal data updating, amendments, termination dates supervision, etc.) in order to ensure legal compliance.
- Present and explain contract terms and the content of Internal regulation (rights and obligations) to newly recruited personnel in order to ensure legal compliance and local integration.
- Collect the variable pay slip elements on Homere (paid holidays, sick leave, unpaid leave, etc.) in order to ensure accurate and on time payroll payment.
- Supervise the payroll process, checking the list of employees and amounts payable (variable pay, taxes, social securities contributions, etc.) in order to ensure accuracy and on time payroll payment.
- Follow-up cost of living on a regular basis.
- Register applicants to training activities and help the HR Coordinator to evaluate the results in order to improve return on training expenditures.
- Support the HR Coordinator to draw up annual holiday planning in order to schedule staff shifts and cover operational needs.
- Supervise project budget execution in order to detect deviations and recommend corrections.
- Organizes travel and files of all Staff arriving/departing the Mission, including International Staff documentation (visas, MSF card, Mission Orders, etc.), booking and purchasing plane tickets, keeping / renewing passports and organizing briefings / induction.

- Ensure that all staff have valid work, stay, travel permits.
- Ensures staff travelling through the capital is picked up, has appropriate papers and a place to stay.

Education

Desirable, degree in finance, business or administration related studies.

Experience

- Essential, working experience of at least two years in relevant jobs.
- Desirable experience with MSF or other NGOs in developing countries

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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