



# Field Finance and Human Resources Coordinators M/F

For the last 40 years, Médecins Sans Frontières (MSF) has brought medical assistance to populations in danger. In our more 90 operations to bring medical assistance, MSF employs more than 38,000 people each year in nearly 60 countries throughout the world. An important foundation to our projects is impartiality. We deliver aid free of discrimination, giving priority to those in the most serious danger. Our association's autonomy and independence is rooted in our finances, assured by the generosity of our private donors.

For our projects, we are looking for **some Field Finance and Human Resources Coordinators**.

## Responsibilities

### Finance

You ensure a well-managed budget, transparent accounting, and the financial security of the projects under your coordination. You give support to other coordinators on MSF financial procedures and following their activity's budget. You are in charge of training, supporting and overseeing both your team and field administrators under your coordination.

### Human Resources

You define, adapt, organize and supervise the implementation of the Human Resources Guidelines and strategy of the projects under your coordination, ensuring that they comply with MSF principles. As such, you coordinate: internal communications, trainings, recruitment, pay slips, staff mobility, career management, the respect of legal and social requirements, and the protection of staff rights. You support a team of 8 to 15 people who are working in several different projects and you manage, on average, more than 500 national and international staff.

## Profile :

- 2 years of experience as Human Resource Manager and as a manager of a team.
- Fluent in English (Level C1, according to European reference categories) and expertise in Word and Excel.
- Available to work 12 months abroad. Excellent ability to work within multicultural and multidisciplinary teams.
- Professional experience working abroad in a developing country. Experience with international organizations or as a coordinator a plus.

**Languages :** Advanced English (C1 level), other languages are an asset (as French, Arabic, Spanish, etc.).

## Conditions

A 1-year fixed-term contract including a gross monthly salary between 2,367 to 3,148 euros based on your country of residence.

**Most costs associated with your assignment are covered** including transport, visas, vaccinations, lodging and cost of living. MSF also provides medical coverage, medical repatriation insurance, unemployment insurance, and retirement consideration.

You have possibility to construct a dynamic career with MSF. The diversity of positions within MSF, as well as the quality of our trainings, provides a wide range of possible futures with us, working within different types of medical programs in a variety of

contexts in Africa, the Middle East and in Asia.

Please submit your application (CV and cover letter) online at:

<https://www.msf.fr/en/get-involved/join-our-team/find-a-role/finance-and-hr-coordinator>

**Deadline for submitting applications : 25/12/2022**

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**Médecins Sans Frontières - France**