

VACANCY

Doctors Without Borders (MSF) is an international independent medical humanitarian organization that provides emergency care to people affected by armed conflict, epidemics, natural disasters, and those who do not have access to medical services. We offer help to people in need regardless of race, religion, gender or political affiliation. MSF Ukraine is looking for:

Administration Assistant

(Ivano-Frankivsk, Ivano-Frankivsk region)

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

Main duties:

- Execute administrative and legal related tasks, under supervision of the Administrator Manager, updating personal files in order to ensure accuracy, compliance and payments on time.
- 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 personal files and keep them up to date in order to facilitate HR processes management.
- 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.
- 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 some other alternative.
- 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.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- 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 of the Administration Manager.
- Support the Administration Manager in translating documents into the local language. Assists the Administration Manager in meetings upon request.
- Translate documents from / to English into Ukrainian upon request.
- Translate discussions / meetings as requested
- Always keep respect towards patients, collaborators, authorities, military factions and MSF staff participating in discussions.
- Ensure confidentiality of all translations is maintained as directed by the Mission/Project coordination team.
- Ensure neutrality and accuracy when translating.
- Declare any "conflict of interest" when asked to translate (e.g., personal involvement) which would necessitate using other staff members for translation.
- Inform international staff about local customs, traditions, etc., that will help understand better the context and better communicate.

Education: Desirable finance, business or administration related diploma.

Experience: Essential previous working experience of at least two years in relevant jobs. Desirable experience in MSF or other NGOs in developing countries.

Languages: English and Ukrainian.

Knowledge: Essential computer literacy (word, excel, internet)

Competencies:

- Results
- Teamwork
- Flexibility
- Commitment
- Stress Management

Start date: as soon as possible.

Please, send your resume and cover letter to: recruitment.ivano@barcelona.msf.org with subject "APPLICATION FOR HR FIN ASSIST + IVANO-FRANKIVSK"

Documentation needed: CV + cover letter + diplomas + copy of ID