

## Vacancy for an HR Manager – based in Kyiv

Medecins Sans Frontieres (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural or man-made disasters to populations in danger in more than 70 countries.

Duration: initially 9-month, possible long-term cooperation.

Type of contract: Civil law agreement

Start date: as soon as possible.

Work place: Kyiv.

Mobility and flexibility required. Interactions with International Staff. English classes provided.

### **Main purpose:**

The purpose of the activity is to be responsible of ensuring that CF is a Responsible employer, supports proper management of HR across the board and assumes full responsibility of all administrative and legal issues.

### **Duties and responsibilities:**

- Know labour legislation in force in 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 internal MSF policies, procedures, tools, standards and principles regarding all staff' working conditions, benefits and remuneration, job profiles etc., adapts and ensures an equitable, efficient, transparent, fair and accountable implementation by all relevant staff.
- 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 vision, values and principles.
- In close collaboration with supervisor, 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.
- Identifies deviations and shares them with supervisor in order to draw an action plan in case corrections are needed.



#### **ЛІКАРІ БЕЗ КОРДОНІВ**

- Is responsible to ensure that Employees remuneration (salary, compensations, final settlements, etc.) and benefits (holidays, leaves, social coverage) meet with the Internal Regulations and policies.
- Informs supervisor 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 supervisor informed at any time.
- Ensure that CF, as an employer, as well as all 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, granting strict confidentiality of employees' personal files and other administrative private documents upon request of supervisor.
- Upon request of the supervisor, maintain regular contact with ministries, national administrations, other NGOs to improve/keep up to date with administrative practices.
- Knows internal HR system (Homere) in depth and ensures a proper parameterization, use of the system and quality of data, being her/himself the technical reference in absence of a person specifically in charge of the system.
- Ensure, in close collaboration with supervisor and Logistics, that all international and internal movements of the staff are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions by informing all relevant people/departments.

#### **Qualifications:**

- Degree in administration related studies.
- Minimum experience of 3 years working with 1C software (proficient level).
- Excellent knowledge of Ukrainian Labour Law and regulations.
- Ukraine and English as essential languages.
  
- Working experience of at least three years in administration.
- Working experience with MSF or another NGO an asset.

#### **Skills:**

1. People Management.
2. Commitment.
3. Flexibility.
4. Results.
5. Teamwork.

**Gross monthly salary** (before taxation): 46,527 UAH.

The interest candidates should submit their complete application file (Resume and Cover Letter) no later than 19.11.2022, to [msfch-ukraine-hrmanager@geneva.msf.org](mailto:msfch-ukraine-hrmanager@geneva.msf.org).