

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 disasters. We offer assistance to people based on need and irrespective of race, religion, gender or political affiliation.

MSF Switzerland in Ukraine is currently looking for:

Finance / HR Assistant in Vinnytsia

Main Duties:

Finance:

- Follow up all expiring 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.
- 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 from the Administration Manager and/or the Accounting Manager (ACMA).
- Performing additional Admin tasks as required by line management.

HR

- Execute administrative and legal related tasks, under supervision of the line manager, preparing and checking payroll, updating personal files in order to ensure accuracy, compliance.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary, in order to ensure labor 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 the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending MSF 's interests.
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project HR Manager in translating documents into local language and assisting in meetings upon request.
- Keep record of staff leaves, monitor the drafting and compliance of vacation schedules.
- Performing additional Admin tasks as required by line management.

Requirements:

- Finance, business or administration related diploma desirable
- Essential previous working experience of at least two years in relevant jobs
- Desirable experience in MSF or other NGOs in developing countries
- Advanced English and local language mandatory
- Essential computer literacy (word, excel, internet)
- Results and Quality Orientation
- Team work and Cooperation
- Behavioural Flexibility

- Commitment to MSF Principles
- Stress Management

Benefits

- Working in a dynamic international environment
- Health insurance coverage for employees and family members
- 30 annual paid holidays
- Possibility to go for professional development within MSF
- Possibility to apply for expatriation status and work in different countries

Monthly gross salary (before taxation) is UAH 49'227.00

Only complete applications with CV and Motivation letters in English will be considered. Only shortlisted candidates will be contacted.

Please, send your applications to MSFCH-Vinnytsia-HRAssistant@geneva.msf.org.

Deadline: Friday September 8th, 2023.