

VACANCY

**Assistant to the Human Resources Department (m/f)**

Part-time (80%) in Berlin  
Two years definite contract

**I. About MSF-Germany:**

Médecins Sans Frontières – Ärzte ohne Grenzen e.V. (MSF-Germany) is the German section of the international medical aid organisation Médecins Sans Frontières which specialises on medical humanitarian aid in crisis situations worldwide. MSF-Germany focuses in supporting MSF's global operations. It does this through recruitment of personnel, raising awareness about humanitarian issues and fundraising. MSF-Germany is one of 21 MSF sections worldwide and is part of the Operational Centre Amsterdam (OCA).

In the German office, we currently employ about 200 staff members in six departments. In 2017 the HR Department facilitated 300 Departures of seconded staff members to the international projects of MSF. The working languages are English and German. The HR-Department currently consists of 28 staff in 4 units with 3 coordinators and 1 Head of Department. The department currently works with an internal HR Database, SAP will be implemented in 2019. We are looking for a qualified Assistant to the HR Department. The position is a new position, which allows the position holder to shape the content of the position.

**II. Terms of Reference**

<b>Job Title:</b>	<b>Assistant to the HR Department (m/f)</b>
<b>Job location:</b>	Ärzte ohne Grenzen e.V., Berlin
<b>Job dimension:</b>	80% (32 hours p. w.)
<b>Starting of Job:</b>	November 2018
<b>Duration:</b>	Two years, with possible extension
<b>Salary:</b>	Internal Tariff: Starting salary between € 2.496 and 3.158 (based on fulltime), depending on relevant previous work experience, 13 salaries per year, 30 days vacation.
<b>Deadline:</b>	<b>16.09.2018</b>

**Place within the organisation**

The Assistant to the HR Department reports hierarchically and functionally to the Head of Department HRM and is accountable to the Head of Department.

**Overall objective of the position**

The Assistant to the HR Department ensures the effective and efficient functioning of the team of MSF-Germany by providing administrative support to the Head of HR and the HR Coordinators.

### **III. Tasks**

**Support the Head of Department HR and the HR–Coordinators with the following tasks:**

- Co–ordinate reporting processes and coherent documentation within the department
- Coordinate the information management
- Handle administrative tasks such as correspondence, appointment coordination & travel bookings
- Organize and co–ordinate team meetings, departmental trainings and intersectional HR meetings incl. minute taking
- Support HR Data Reporting and Data Analysis including preparation of presentations
- Conduct the surveys and summarize results
- Prepare on–boarding and integration of new departmental staff members as well as ongoing planning and co–ordination of office space and equipment
- Research and presentation of ad–hoc topics
- Replacement of and networking with other departmental assistant roles
- Supply management the stock of MSF guidelines and HR material
- Support departmental projects through administrative tasks as required

### **IV. Your Profile**

- Minimum of 2 years work experience in a similar position (office organisation and administration)
- Completed administrative training or Bachelors university degree
- Previous experience in Human Resources as well as SAP knowledge a strong asset
- A structured and organized approach including the ability to handle different topics in parallel
- Ability to handle complex planning and reporting processes with attention to detail
- Excellent communication skills, orally and in writing in German and English (C1)
- Ability to apply and combine up to date knowledge for office management tools
- Service orientated person with a high level of discretion
- Proficiency in MS Office (MS Excel, MS Outlook, MS Powerpoint) and internet–based software and technology
- Good team player

This position will allow you to have an in–depth insight into and contribute to the organisation and management of a well–known international humanitarian organisation.

Please submit your written application (CV without Photo, letter of motivation in German or English, certificates) by E–Mail all documents integrated in one PDF file of max. 5 MB.

Deadline for applications is **16<sup>th</sup> of September 2018**

[bewerbung.ber@berlin.msf.org](mailto:bewerbung.ber@berlin.msf.org)

Ärzte ohne Grenzen e.V.

Christian Strehlein

Am Köllnischen Park 1, 10179 Berlin

[www.aerzte-ohne-grenzen.de](http://www.aerzte-ohne-grenzen.de)