



- VACANCY -

## HRM Administration Officer for Field Staff (m/f)

Fulltime in Berlin / Temporary replacement (Parental leave cover)

### I. General Introduction

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 on supporting MSF's global field operations. It does this through recruitment of field personnel, coordination of field projects, raising awareness about humanitarian issues, and fundraising.

### **The Human Resources Department**

The Human Resources Department is responsible for the provision of the necessary and qualified human resources to support MSF operations. The department currently consists of 1 head of department, 3 coordinators and 18 staff members. The department focusses on:

- Recruitment, Training and HR Administration of our Field Staff (Expatriates)
- Recruitment and HR Management of Office Staff
- HR Support for our international Field Operations

The HR Department facilitates around 300 secondments per year to the international projects of MSF. A team of 5 HRM Administration Officers is responsible for all administrative tasks linked to the contracting, departure and return of the field employees. The HRM Administration Officers work in close cooperation with the HRM Officers for Expatriates and are in constant contact with other MSF-sections. Due to the nature of MSF's work a lot of departures and returns take place very short notice.

### II. Terms of reference:

<b>Job title:</b>	<b>HRM Administration Officer for Field Staff (m/f)</b>
<b>Job location:</b>	MSF-Germany, Berlin
<b>Job dimension:</b>	100% (40 hours per week)
<b>Starting Date:</b>	1 <sup>st</sup> of August 2018
<b>Duration:</b>	15 months, maternity and parental leave cover
<b>Salary:</b>	Internal tariff, gross entry salary between 2.721 and 3.443 € per month depending on relevant work experience, 13 salaries per year, 30 days of vacation
<b>Deadline:</b>	<b>22<sup>nd</sup> of May 2018</b>

### **Place within the organisation:**

The HR-Administration Officer is hierarchically accountable to the Coordinator HR Administration for Expatriates and works functionally closely with the Human Resources Officers for Expatriates.

### **III. The Administration Officer has the following main tasks:**

With the overall objective to guide and support Expatriates through all administrative steps before departing with MSF and after return from MSF missions:

- Act as a contact person on all HR administrative issues and provide HR administrative support
- Administrate and coordinate visa and employment processes, e.g. collecting all relevant documents and accurately maintain employee personnel files and personnel database
- Prepare individual salary scaling, ensure payroll input and counter-check payroll list and salary slips
- Issue employment and secondment contracts
- Register secondments with relevant German institutions and ensure registration with international insurance
- Plan and organize briefings and handle all travel arrangements to briefings and Introduction training
- Advise employees regarding health insurance claims and sick leave (German & international)
- Plan and organize medical checks & vaccinations before departure and after return
- Advise on any questions related to administrative needs within German social security
- Handle financial reimbursement of expatriates
- Participate in database selections and reporting for HR statistics
- Ensure adherence to internal handbook of processes and participate in continuous development of work processes
- Participate in the supervising of interns and students of the Unit

### **IV. Requirements:**

- Training in HR Administration or relevant University degree with minimum 3 years relevant HR work experience
- Experience with HR database input required
- Sound knowledge of German labour law and the German social insurance system; ideally first experience with arranging secondments
- Experience with visa applications and travel organisation an asset
- Proficiency in German (C1) and English (C1)
- Highly organised and thorough work style with strong service attitude
- Solid computer skills (Word, Excel, Internet)
- Experience with generating HR statistical reports an asset
- Strong interest in international humanitarian work

In case of further questions please contact Jutta Eich: +49-30-700130-215.

We offer a very interesting position in a highly dynamic environment. We are looking forward to receiving your application in German or English.

Please submit your complete written application (letter of motivation, CV without photo, certificates) by E-Mail until **22<sup>nd</sup> of May 2018**. Please integrate all documents in one PDF file with max. 5 MB.

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

**Ärzte ohne Grenzen e.V.**

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