MEDECINS SANS FRONTIERES
ÄRZTE OHNE GRENZEN e.V.

- VACANCY -

Coordinator of the HR Administration Unit for Field Staff (m/f)

Fulltime in Berlin

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 coordinator positions and 18 staff members divided over four units: Recruitment and Retention Expatriates; Administration Expatriate/ HR Management Office Staff; Training and Development Expatriates; and HRM Support for Field Operations.

The HR Department facilitates around 300 secondments per year to the international humanitarian projects of MSF. A team of five HRM Administration Officers plus students and interns is responsible for all administrative tasks linked to the recruitment, contracting, departure and return of our field employees. The Unit works in close cooperation with the HR Recruiters and Careermanagers 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. We are now looking for a coordinator of this Unit.

II. Terms of reference:

Job title:	**Coordinator of the HR Administration Unit for Field Staff (m/f)**
Job location:	MSF-Germany, Berlin
Job dimension:	100% (40 hours per week)
Starting Date:	1st of June 2018
Duration:	two year definite contract at the beginning, extension possible
Salary:	Internal tariff, max. gross entry salary 4.063 € per month, scaling depending on relevant work experience, 13 salaries per year, 30 days of vacation
Deadline:	**07th of May 2018**

Place within the organisation
The Coordinator HR Administration Unit for Field Staff reports hierarchically and functionally to the Head of Department HRM and is accountable to him/her. S/he is directly responsible for all team members of the Unit plus students and interns.

Overall objective of the position
- Coordinate and supervise the HR Administration Unit for Field Staff
- Ensure all timely and efficient HR administrational processes for field staff of MSF-Germany
- Ensure correct cross administration within MSF and the implementation of international guidelines and processes

III. Tasks

A) Coordination and Supervision of the Unit

- Coach and supervise the team members (carry out job performance evaluations and advise on career development)
- Organise absences, replacements and on-call-duties
- Recruit staff members of the Unit (for permanent staff in accordance with the Head of Department)
- Introduce and integrate new staff members of the unit
- Contribute to the design of the annual plan for the administration of Field Staff
- Develop action plans, monitor their implementation and evaluate results for the unit
- Ensure a smooth day-to-day management of the unit
- Document achievements (5m/12m reports) and advise Head of Department on necessary changes in the unit
- Sign invoices for the unit and control budget
- Select and coordinate external service providers incl. negotiating conditions
- Ensure collaboration with other parts of the HR-department and the other departments of MSF-Germany
- Continue to improve workflow and procedures of the Unit and its documentation in the internal Task analysis.

B) Ensure all HR administrational processes for field staff of MSF-Germany

- Ensure efficient and correct contract management for MSF-Germany Field Staff members
- Ensure timely visa- and travel preparations for Field Staff and office staff on field visits incl. G35 examinations
- Ensure compliance with secondment regulations and timely information of relevant institutions
- Ensure correct salary administration with the support of the external salary office
- Ensure HR Data input in HR Database and supervise further development of the database
- Ensure timely and correct information of the Works council
- Provide or ensure provision of regular relevant HR statistics and reporting incl. input for the international HR statistics
- Ensure timely information of external institutions such as the international insurance, unemployment office, Berufsgenossenschaft, etc.

C) Ensure cross administration within MSF and the implementation of international guidelines and processes

- Develop, implement and adapt internal guidelines and policies incl. general terms and conditions of labour according to German legal regulations, internal decisions and international guidelines
- Participate in international cross administration development and improvements and ensure workflow according to cross-sectional and international administration procedures
- Follow up relevant labour law and social insurance issues and adapt contracts and processes accordingly
- Function as internal contact partner for questions regarding German labour law, social insurance regulations and internal policies related to the employment and secondment
- Follow up difficult HR cases and issues and pass on relevant information to Head of Department
- Monitor correct invoicing of expat costs within MSF
- Participate actively in the international HR Database project and coordinate the implementation of SAP within the Unit
- HR focal person for data protection and compliance with GDPR
- MSF-D focal person for international salary revisions and adaptations for field staff
- MSF-D focal person for the international insurance package for field staff

IV. Requirements:

- Relevant University Degree in Business Administration/HRM or other university degree plus HR Training
- Minimum five years' experience in Human Resources with focus on HR Services
- Linemanagement experience of small teams, ideally in HR Services
- First experience with the HR administration of the secondment of staff abroad would be a strong asset
- Sound knowledge of German labour law and social insurance regulations
- Highly structured and organised, service oriented and very good communication skills
- Ability to work with demanding deadlines with high flexibility and a problem-solving attitude
- Fluent written and spoken English essential
- Proven computer skills and HR database experience
- Interest in Humanitarian Work, previous experience in international NGOs an asset

In case of further questions please contact Jutta Eich: +49-30-700130-215
We offer a very interesting position in a highly dynamic environment with the opportunity to play an important role in the HR Management of our Field staff. We are looking forward to receiving your application.

Please send your complete written application until 7th of May 2018 in English or German
by Email to: bewerbung.ber@berlin.msf.org
Please integrate all documents in one file with max. 5 MB.
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