



VACANCY

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

Part-time (80%) in Berlin

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 2018 the HR Department facilitated 290 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. We are looking for a qualified Assistant to the HR Department.

II. Terms of Reference

Job Title:	Assistant to the HR Department (m/f/d)
Job location:	Ärzte ohne Grenzen e.V., Berlin
Job dimension:	80% (32 hours p. w.)
Starting of Job:	as soon as possible
Duration:	Two years, with possible extension
Deadline:	15.03.2020

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 including responsibility for HR Berlin SharePoint and connection to international HR info platforms

- 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
- Assure proper replacement of Head of Department for Management Team Meetings/ office briefing /contract signing etc.
- Be responsible for administrative organization of the critical incident response team/ mechanism
- 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
- Support the introduction of new ideas in the department
- 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

- Completed administrative training or Bachelors university degree
- First work experience in a similar position (office organisation and administration)
- Previous experience in Human Resources is preferable
- 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

V. We offer

- Payment in accordance with internal salary structure, in this position according to group 2 and part-time 80%, starting gross salary from min. 2.064 € to max. 2.611 €, depending on individual relevant working experience
- Benefits: 30 days of annual leave per year, 13th salary, subsidized public transport ticket, regular increases in salary according to salary structure, free drinks and fruits
- Meaningful and diversified work within a respectful and positive organization culture
- Insights on international field projects through regular reports, presentations and exchange with colleagues
- Possibility of taking an active part in shaping the organization through cross-departmental working groups, regular staff surveys etc.
- Personal development through in-house trainings and the support of individual trainings
- Support on work-life-balance through part-time working, working remotely, health promotion and an external psychological employee assistance offer

As an internationally operating organization, we welcome diversity, open-mindedness and mutual respect. In accordance with our values, we only analyze the professional qualifications in the applications, regardless of ethnical and social origin, religion or belief, gender, sexual orientation or age of the applicant.

We're looking forward to receiving your application until 15th of March 2020. Please submit your complete written application (incl. a letter of motivation **in English or in German**, CV without photo, certificates) by E-Mail and integrate **all documents into one file** (pdf, max. 5 MB).

Please note that as a donor organisation, we don't cover the travel expenses for a first round interview in Berlin. Thank you for your understanding.

ÄRZTE OHNE GRENZEN e.V.

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www.aerzte-ohne-grenzen.de