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## AC00401

### DEPUTY HR COORDINATOR

Level 12

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#### Reports to (Hierarchical)

HR coordinator

#### Reports to (Functional)

HR coordinator

#### Job Family

Administration

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#### Main Purpose

Support the HR Coordinator through delegated tasks and responsibilities according to the instructions of the HR Coordinator and **MSF** protocols in order to improve the management of human resources and contribute to the professional growth of **MSF** employees in the mission. Replaces the HR Coordinator in his/her absence.

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#### Accountabilities

The HR Coordinator can delegate ad hoc any responsibility to the Deputy HR Coordinator, depending on the dimension of the Mission. Among others, the Deputy HR Coordinator could:

- Participate in the Human Resource planning, implementation and monitoring in the mission to properly achieve the mission's objectives and respond to needs that may arise, particularly:
- Participate in the definition of job profiles, and the mission set-up in terms of HR needs
- Participating in the project opening and closing and its timeframe from HR perspective.
- Provide support to field teams in order to guarantee good performance and management.
- Provide support to field coordinators, field Administration Managers and other supervisors in all HR related issues, provide technical support ensuring they understand and apply HR management policies and tools.
- Provide support in the legal, administrative HR management of the mission, for both national and international staff , on issues related to Labour law, contracts, salaries, social security, labor relations, health insurance systems, etc
- Check together with HRCO the living standards of international, regional, delocalized staff and help monitoring international staff's movements (visas, tickets, etc)
- Participate in the selection and recruitment processes, as well as in the induction programmes and welcome briefings/sessions in order to recruit and prepare the most suitable candidates for the mission
- Participate in the identification of staff development , training needs / potential to promote the professional growth of people within the organization.

- Report to the HRCo on the implementation of HR policies in the field as well as of any incidents / problems that may arise and make proposals to improve HR management in the field.
  - Support HRCo in the overall administration of the Mission.
  - Represent MSF in meetings with Authorities and other NGOs for issues related to HR and Administration, at the request of the HRCo.
  - Support HRCo in all reporting tools under his/her responsibility.
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## Education

Essential University degree or further specialization in HR management.

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## Experience

- Essential experience in HR Management positions (minimum 2 years).
  - Desirable experience in MSF or another NGO's (minimum 2 years).
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## Languages

Mission language essential, local language desirable.

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## Knowledge

Essential computer literacy (word, excel and internet)

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## Competencies

- Strategic vision.
  - Leadership.
  - People Management.
  - Planning.
  - Teamwork.
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