



Human Resources (HR) Project Manager

As a Human Resources (HR) Project Manager you will undertake one of the most diverse and challenging roles within the project team. Your skills in cross-cultural human resource management and communication will be essential, as your role involves supporting both international and local staff. You will liaise with local authorities and service providers in relation to all HR matters and local labour laws. You will take care of the day-to-day running of the project, from recruitment to managing the employee life cycle. You will assist with all HR operational needs and budgets to ensure the required sizing and capabilities for a project.

Requirements

- Minimum of two years' relevant work experience in finance and human resources
- IT skills (Excel, Word, PowerPoint)
- Fluency in English and/or French; any other languages are an asset (Spanish, Portuguese, Arabic, Russian)
- Available for a minimum of six months
- Commitment to MSF's social mission and values
- Strong team player
- Willingness to work in all kinds of contexts worldwide, including unstable areas
- Adaptable and able to work in a multicultural team
- Flexible and able to cope with high levels of stress

- Self-driven with a solution-oriented approach
- Ability to train others
- People oriented and a diplomatic approach

Desirable skills

- Degree in finance, business, management or human resources, or a Bioforce diploma, Swiss federal vocational diploma (CFC) or specialised certificate
- Working experience in developing countries
- Previous experience with MSF or another NGO
- People management experience

This is an exciting and diverse role involving some or all of the following responsibilities :

- Implement internal communication policies and ensure HR reporting
- In close collaboration with the Project Coordinator and HR Coordinator, look for the best options to avoid and/or resolve labour conflicts in the project
- Advise on the establishment and updating of the project's organisational chart and job descriptions and assist with preparing annual holiday planning and staff shifts in order to forecast HR needs
- Ensure that remuneration based on the national salary structure is accurate and fair
- Plan, supervise and perform HR processes such as recruitment, training, briefings, evaluation and development of staff
- Ensure that hiring and contract amendment and termination formalities for project staff are carried out in accordance with local labour laws
- Supervise/perform payroll procedures, ensuring that all data related to monthly salary calculations for the project's national staff are entered correctly (days off, unpaid leave, sick leave, overtime, salary advances, etc.) and that payments are made in a timely manner
- Manage logistical and administrative aspects of the arrival, accommodation, moving and departure of all project staff
- Train, supervise and manage the administrative team as well as assisting with the staff management of all departments

Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects. You will not face these challenges alone; other MSF team members (both international and locally hired staff) will provide technical support, including comprehensive guidelines and protocols.

Are you interested in applying ?

For more information on our recruitment criteria and working conditions, please visit www.msf.ch.

MSF recruits people from all over the world who want to use their skills to make a difference through effective, relevant humanitarian work.

To deliver our life-saving medical aid in the areas where it is needed most, we rely on a network of medical, paramedical, logistical and administrative professionals. MSF Switzerland is currently coordinating more than 60 projects in 25 countries. Each year more than 500 international staff join 6,000 locally hired staff to provide medical relief in countries around the world.

By joining MSF, you become part of a team made of extremely hard working, committed, skilled and adaptable individuals. You bear witness to situations you see in the field. MSF offers you opportunities to develop your skills, your career and to take on long-term responsibilities within the organization.