# AC00401
# DEPUTY HR COORDINATOR

**Level 12**

## Reports to (Hierarchical)
HR coordinator

## Reports to (Functional)
HR coordinator

## Job Family
Administration

## 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.

## 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.

## Education

Essential University degree or further specialization in HR management.

## Experience

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

## Language Level Description

## C1  Proficient User

## Effective Operational Proficiency or advanced

- Can understand a wide range of demanding, longer texts, and recognise implicit meaning.
- Can express ideas fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes.
- Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

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