AM00702
PROJECT HR MANAGER

Level 9

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
HR Coordinator

Job Family
HR & FIN

Main Purpose
Is responsible for the implementation of Human Resources policies in the project and the correct Administrative Management of all staff working in the project (National, International, Regional, etc).

Accountabilities
- Advise Project Coordinator on set up (org chart) and together with the HR Coordinator, update the project's organizational chart and job descriptions
- In close coordination with the Project Coordinator and the HR Coordinator, calculate the HR operational needs and the associated budget in order to efficiently ensure the required sizing and capabilities of the project and to facilitate budget following-up.
- Ensure hiring, carry out amendments and contract termination formalities for employees at project level, according to labour local laws, archiving and updating individual employee files, informing them on their rights and preparing all mandatory tax declarations, in order to ensure legal compliance..
- Assist the Project Coordinator, and/or team leaders and supervisors to draw up annual holiday planning and staff shifts in order to forecast HR needs and to ensure HR availability for the project activities..
- Supervise/perform payroll procedures, ensuring that all data related to monthly salary calculation of national employees of the project are correctly entered in Homere (days off, unpaid leaves, sick leaves, overtime, salary advance, etc.), in order to ensure on time and accurate salary payments.
- Under supervision of the HR Coordinator, ensure indexation process of national staff salary grids in order to ensure internal equity, cost-of-living adjustments and the correct application of employment conditions in the project sites.
- Support, in close coordination with the HR Coordinator, the project line managers in detecting training needs, in properly evaluating people performance and in potential identification, in order to improve people capabilities, and their end results contribution to mission goals.
- Plan and supervise, in close coordination with the HRCo, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Together with the Project Coordinator, support the line managers in implementing the internal communication policies in order to boost staff active participation and

commitment.
- In close collaboration with the Project Coordinator and HRCo, applies the administrative procedures part of any Memorandum of Understanding (MoU) in force between local partners (eg. Ministry of Health, etc.) and **MSF**.
- In close collaboration with the Project Coordinator and HRCo, looks for the best options to avoid and/or solve possible labour conflicts in the project.
- Ensures all staff in the Project (National, International, Regional, visits, etc.) is properly briefed and/or inducted.
- Is responsible for all movements and/or accommodation of staff in the Project.
- Ensures all HR reporting of the Project .

Education
Degree in management (business, HR) or administration.

Experience
At least one year in administration management Desirable, good knowledge of local administration.

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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