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| **Title:**  | ADMIN TRANSIT |
| **Generic Function:**  |  |
| **Code:** | AS00900 |
| **Level:** | 8 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | HR Coordinator |
| **Reports to (Functional):** | HR Coordinator |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Administrative specialist responsible for the management of staff movements and associated processes according to MSF's standards and procedures and the local legislation in order to ensure the smooth running of MSF's activities |

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| **Accountabilities** |
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| * In conjunction with headquarters, managing visas, plane tickets and associated required processes for the arrival and departure of international staff from the country
* Coordinating the movements of staff (local and international) and related administrative formalities (passports, visas, per diems) with the projects and headquarters
* Ensuring contact with external partners to stay informed on policies and procedures related to movements, entry/work regulations (immigration, UN, airline companies…)
* Being responsible for all administrative tasks required for personnel transiting through the capital (incl. transportation, briefings, financial matters and lodging)
* Ensuring the update of movement-related tools and Mission contact information and their regular distribution (incl. movement lists and evacuation/lists).
* Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility (administrative assistants, housekeeping staff)in order to im-prove people capabilities and to ensure both the sizing and the amount of knowledge required
* Being in charge of the preparation of per diems, modes of telecommunication, and housing/rooming assignments ensuring proper management of guesthouses (furniture, cleaning, food)
* Being responsible for the filing of administrative documents according to MSF standards and local legislation.Sending required documentation to HQ in a timely manner.
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | * Degree in administration related studies
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| **Experience** | * At least one year in administration management or related field
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| **Languages**  | * English
* Mission Language
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| **Knowledge** | * Essential computer literacy (Word, Excel, internet)
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| **Competencies** | * Results and Quality Orientation **L2**
* Teamwork and Cooperation **L2**
* Behavioral Flexibility **L2**
* Commitment to MSF Principles **L2**
* Stress Management **L3**
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**