



Finance and Human Resources Coordinators (W/M)

20 juin 2025

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters.

We are actively seeking Finance and Human Resources Coordinators (W/M) for the following country coordination offices: Bangladesh, Nigeria, Sudan, Syria, Burkina Faso, Niger, Central African Republic, Haiti, Chad.

Your Role

FINANCE

Defining, coordinating and monitoring the implementation and management of finance strategies, policies, internal control and all financial administrative and legal issues in the mission, in line with the context and operational challenges and MSF protocols, standards and procedures, in order to provide accurate, transparent, timely and reliable financial information to the organization and third parties on the allocation of resources in the projects

HUMAN RESOURCES

Define, adapt, plan and supervise the implementation of human resources policies in the Mission, ensuring they are in line with the context, the operational challenges and the strategic HR.

Being a strategic partner to Operations contributes to the definition and implementation of the mission's objectives and ensures the HR capacity required, sizing and improving people capabilities, contribution and active participation in order to achieve mission goals effectively. This will be done according to MSF human resources vision and values.

Is responsible of ensuring that MSF is a Responsible employer in the mission, supports proper management of HR across the board and assumes full responsibility of all Administrative and legal issues in the Mission.

Profile

Experience

- At least 12 months of professional experience as a Finance and HR Coordinator in an international emergency humanitarian NGO.
- Fluent in English (minimum B1 level).

Skills

- Knowledge of general accounting.
- Excellent expertise in Word and Excel.
- Ability to work in a multicultural environment and demonstrate commitment to diversity, inclusive behaviors, and non-discriminatory attitudes.

Languages

- Additional languages such as **French (C1)** or **Arabic** are an asset.

Employment Conditions

- **Fixed-term contract** (12 months), full-time.
- **Gross monthly salary**: between €2,825 and €3,358 depending on experience.
- **Mission-related expenses covered**: transport, visas, vaccinations, repatriation insurance, accommodation, and living expenses.
- **Health insurance** and retirement coverage.
- **Location**: Africa, Middle East, and Asia.

Applications from women are strongly encouraged.

At MSF, we value diversity and strive for an inclusive and accessible working environment. We encourage all suitably qualified people to apply, regardless of their ethnic, national or cultural origin, age, gender, sexual orientation, beliefs, disability or any other aspect of their identity.

Date limite de dépôt de candidatures

31 juillet 2025

MSF tient à la protection des données personnelles de ses membres, de ses salariés et des personnes souhaitant rejoindre l'association. Les données collectées lors de cette candidature seront strictement transmises, pour un traitement équitable et de qualité, aux personnes intervenant dans le processus de recrutement, quel que soit l'endroit où se trouve la structure MSF à laquelle elles appartiennent. Pour plus d'informations sur la façon dont sont traités vos données et vos droits, [veuillez consulter notre politique de confidentialité](#).