

JOB DESCRIPTION	
Department: HQHR Department	
Position: HQHR Officer	<u>Reporting to:</u> HQHR Manager <u>Number of direct reports:</u> NA
Duration: Open-ended Working hours: full time (40 hours/week)	
Job Grade: B	

Objectives

This position provides services and support to MSF Japan staff members for overall human resource operation and General administration of MSF Japan office in compliance with Japanese laws and MSF Japans' internal regulations and rules, under the direction of HQHR manager. Those objectives shall be aligned with the HQHR strategy directed by Deputy General Director for HQHR and require the collaboration with HQHR Senior Officer. This position shall perform required tasks by pursuing more efficient and effective way to deliver objectives of MSF Japan.

Requirements of the position

Based in Commuting area to MSF Japan office in Tokyo

Main Responsibilities

1. Be responsible for following tasks, by continuously pursuing more effective and efficient measures.
 - Support on tasks listed below related to Payroll and other HR administration (main role is filing and hands on in the office when it is required.)
 - Manage properly operation of monthly payroll for HQ staff, Field staff, and others
 - Manage properly operation of social insurance and labour insurance for HQ staff
 - Manage attendance and paid leaves records
 - Manage proper management of retirement allowance payment
 - Ensure implementation of internal regulations and rules related to HR matters
 - Prepare documents and data for audit
 - Manage insurance administration such as renewal, approval for company seal, payment, document management
 - Tasks listed below related to HR administration
 - Record and maintain properly personal records and HR database
 - Support HQHR manager for data collection and data arrangement related to HR
 - Manage invoices for HQHR and arrange payments
 - Labour management related
 - File 36 agreement and other necessary agreement with employees
 - Organize employee elections for representative
 - Support review and revise of internal rules and regulation aligned with laws and MSF Japan needs

- Conduct any related tasks to administration of labour management when it is required.
- Administration support for non-Japanese staff
 - Ensure processes of relocation of non-Japanese staff (visa, shipment and relocation, housing, registration to public offices, etc.)
 - Support non-Japanese staff (visa, renewal of house, payment to school, taxation related)
- On-boarding/leaving administrative process
 - Ensure necessary procedure for joining and resigning employees by contacting the payroll vendor
 - Conduct leaving orientation of HR admin part
- Benefit, safety and health
 - Arrange annual health check and mental health check, and properly file its results
 - Take necessary administrative Hospitalization Insurance
 - Medical check arrangement and follow-up
 - Join and give the support health committee
- 2. General administration
 - Ensure safety, security and environmental considerations in the office
 - Manage office rent, office property, and leased equipment (furniture, equipment, facility and office items)
 - Manage call, emails and postal mails to the MSFJ office
 - Work as receptionist
 - Arrange flight for international travellers of the MSFJ office
 - Arrange payments related to general administration
- 3. Proactively contribute to deliverables by HQHR, as HQHR team members
 - Contribute to annual plan on tasks above of HQHR, following the HQHR Manager
 - Participate in and contribute for HQHR team discussion on special HR implication needed matters
 - Participate in HQHR projects as requested
 - Create and update job manuals on HQHR related
 - Back up Administration Officer as necessary (telephone, reception, mailing service, etc.)
 - Conduct other ad-hoc admin tasks and projects as requested
 - Support any required tasks on hiring

Qualifications and requirements
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- ✓ Strong commitment to and interest in MSF and humanitarian aid work
- ✓ Minimum 5-year experience in human resources or general administration in other HR-related duties (including social insurance and labour management)
- ✓ Good communication and interpersonal skills with hospitality
- ✓ Proven ability to multi task with speed and efficiency
- ✓ Sensitivity to confidentiality
- ✓ Native level of Japanese and good command of English (Business level in written and oral communication)
- ✓ Adequate IT literacy

Preferable experience (as asset)

- ✓ Experience in payroll and social insurance
- ✓ Good knowledge and experience in human resource operation with enough knowledge in taxation and labour laws.

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

APPLICATION

If you are interested in this position, please send us the application documents as follows:

Application documents (Please send all these documents)	1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 履歴書 (和文) 4. 職務経歴書 (和文) 5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	Selection process will start immediately. We will close the opening as soon as we find the best candidate.
Note	Only short-listed applicants will be contacted.