

JOB DESCRIPTION	
Department: Field Human Resources Department	
Position: HR and Departure Officer	Reporting to: FHR manager Number of direct reports: N/A
Duration: Open-end	
Working hours: 40 hours/week (full time)	
Job Grade: B	

About MSF and MSF Japan Field Human Resources (FHR) Department

Médecins Sans Frontières (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organization, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 51,000 locally hired and internationally mobile staff working in over 70 countries and regions, in some of the most challenging places in the world. Our medical humanitarian projects are supported by offices in 42 countries around the world, including Japan established in 1992.

MSF Japan's Field Human Resources (FHR) Department is responsible for managing the outreach, recruitment, placement, capacity building, career development, and psychosocial support for internationally mobile staff to meet the operational needs of MSF internationally. FHR Department closely works with Communications, Fundraising, Advocacy, and Support Services Departments and Tokyo Cell.

Objective

The overall objective is to guide and support internationally mobile staff through all administrative steps before departing with MSF and after returning from MSF missions.

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda)

Main responsibilities

1. HR Officer

- Collect all relevant documents for employment process
- Issue employment and secondment contracts
- Amend contracts in line with changes in employee roles, compensation, or working conditions
- Prepare individual salary scaling, ensure payroll input and counter-check payroll list
- Register secondments with relevant Japanese institutions and ensure registration with international insurance
- Collaborate effectively with external vendors (ACTUS) to ensure accurate processing of social security enrollment procedures and monthly payroll payments
- Communicate closely with HQHR team members
- Advise internationally mobile staff regarding health insurance claims and sick leave
- Brief and debrief internationally mobile staff on contractual issues
- Advise on any questions related to administrative needs within Japanese social security system
- Maintain strict confidentiality and data protection standards when handling employee files

2. Departure Officer

- Manage all administrative matters related to the arrival/departure/training of internationally mobile staff in terms of:
 - Collect all relevant documents for the assignment process
 - Organize all visa & work permit related issues for internationally mobile staff
 - Plan and organize briefings and debriefings

- Plan and organize medical checks & vaccinations before departure and after return
- Arrange flights and accommodation
- Handle financial reimbursement of internationally mobile staff
- Revise and manage the reimbursement policy (travel expense, vaccination fee, medical checkup etc...) for internationally mobile staff in close collaboration with MSF Japan Finance team
- Ensure internationally mobile staff are covered by MSH global insurance and act as main contact person for all MSH internationally mobile staff insurance matters
- Provide back-up for OCP Tokyo Cell Departure Officer

3. Others

- Ensure regular update of the personnel database and filing of all relevant documents
- Data Protection: as a data processor, ensures that all requirements of compliance related to data protection & privacy of information are implemented and upheld
- Work with the FHR team to identify and implement improvements to the administration system
- Participate in database selections and reporting for HR statistics
- Archive inactive or exited IMS files according to the organization's retention policy
- Provide back-up for FHR team as required
- Cooperate with other departments (HQHR, Fundraising, Communications, Finance, Tokyo Cell etc.)
- Participate in the departmental meetings, reporting and planning
- Undertake such other administrative activities and provide input to projects as may be required by Field HR Manager or Field HR Director

Qualifications and requirements

- Commitment to the principles, values and goals of MSF
- Training in HR Administration or relevant course degree with minimum 2 years relevant HR work experience
- Previous experience with MSF or other humanitarian NGOs is desirable
- High level of integrity and experience dealing with confidential and sensitive matters
- Native level of Japanese and good command of English
- Well organized with ability to work under pressure and manage a number of different tasks to tight timelines
- Excellent judgment and skilled in diplomacy
- Ability to work independently as well as in a team
- Effective computer skills (word, excel, internet, Microsoft Teams and database)
- Well-developed sense of humor
- Availability to work outside normal office hours, on occasions

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.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

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・できれば写真付) 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	We will close the position as soon as we find the best candidate.
Note	Only short-listed applicants will be contacted.