

Onboarding path for Project HR Managers



1. Joining the HR Department

(± 10 hours)

Learn about the HR department, the key HR tools, processes, procedures, and policies and your role & responsibilities

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|  | Self-learning activities (on Tembo) |  4 hours |  Link |
|  | Online classes |  2 x 3 hours | Contact your recruiter or career manager to register |
|  | Voices from MSF Emergencies - Managing HR & Finance (optional) |  30 minutes |  Link
Password: Emergency |



2. Technical learning activities

(± 3 hours)

Must be completed within the first days of your contract

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|-------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | Discovering Homere |  1.5 hours |  Link |
|  | HR Planning & Budget Matrix |  1 hour |  Link |
|  | OCG Cost Accounting Model (CAM) |  40 minutes |  Link |
|  | Practice in Homere (optional) |  8 hours | Contact the Homere support team to have access |



3. Briefing with HQ colleagues, if relevant

These briefings provide you with an overview of the mission and project that you will be supporting and the priorities to focus on. This is also an opportunity to discuss with the referents, ask questions and gain a greater understanding of your role.

Legend

-  A self-directed learning activity, participants have free access and complete at their own pace
-  Online class on fixed dates, participants must be registered by their recruiter or career manager
-  A document that participants can consult at their own pace
-  Video, participants have free access and can view it at their own pace

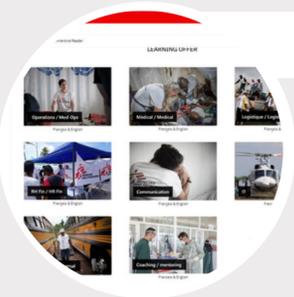
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4. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels.

This may include having handover meetings with your predecessor, setting your objectives and priorities and confirming your onboarding next steps with your supervisor.



5. Continuous learning

 Includes on-the-job learning

 Consult the L&D learning offer for a list of learning opportunities on topics such as HR and finance. Please note that you need a MSF e-mail to access it.

 [Link](#)

Version 1.1

To view the latest version of this document, go to the following link : <https://msfgeneva.wixsite.com/onboardingpaths>