

# Onboarding path for HR & Finance Coordinators



## 1. Joining the finance & HR department (±8-20 hours)

Learn about the finance & HR departments, their key tools, processes, procedures, and policies and your role & responsibilities

	Joining the HR department (self-paced)	🕒 4 hours	<a href="#">Link</a>
	Joining the finance department (self-paced)	🕒 4 hours	<a href="#">Link</a>
	Online classes * Only recommended for Fin/HRCos that are new to OCG	🕒 4 x 3 hours	Contact your recruiter or career manager to register
	Voices from MSF Emergencies - Managing HR & Finance (optional)	🕒 30 minutes	<a href="#">Link</a> Password: Emergency



## 2. Technical learning activities

Must be completed within the first week of your contract

<b>Human resources</b>		<b>(±2.5 hours)</b>	
	Discovering Homere	🕒 1.5 hours	<a href="#">Link</a>
	HR Planning & Budget Matrix	🕒 1 hour	<a href="#">Link</a>
	Practice in Homere (optional)	🕒 8 hours	<a href="#">Contact the Homere support team to have access</a>

## Finance (±7.5 hours)

\* To download the documents on this onboarding path, you must first [log in to Tembo](#), then click on the Download links below.

	Budget Holder Policy	🕒 15 minutes	<a href="#">Download *</a>
	Minimum Standards for Field Finance	🕒 2.5 hours	<a href="#">Download *</a>
	Finance Fundamentals	🕒 30 minutes	<a href="#">Download *</a>
	OCG Cost Accounting Model (CAM)	🕒 1.5 hours	<a href="#">Link</a>
	Anti-corruption	🕒 30 minutes	<a href="#">Link</a>
	Initial Budget Definition	🕒 30 minutes	<a href="#">Download *</a>
	Budget monitoring	🕒 30 minutes	<a href="#">Download *</a>
	Monthly closure checklist	🕒 20-30 minutes	<a href="#">Download *</a>
	Validation table	🕒 20-30 minutes	<a href="#">Download *</a>
	Field Contract Guide, page 12	🕒 15 minutes	<a href="#">Download *</a>

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## 3. Briefings with HQ colleagues, if relevant

Online or in-person briefings with finance and HR colleagues that are based at HQ will 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 other technical referents, ask questions and gain a greater understanding of OCG and your role in it.



## 4. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels (Head of mission, HRCo, MedCo, LogCo, SupplyCo, Accounting manager, Project coordinator, Fin/HR Manager, Fin/HR Assistant etc.). This may include having handover meetings with your predecessor, setting your objectives, priorities and learning needs 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](#)

### 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