








Onboarding path for Project HR & Finance Managers



1. Joining the finance & HR department (±20 heures)



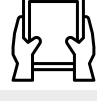


Learn about the finance & HR departments, their key tools, processes, procedures, and policies and your role & responsibilities

 Joining the HR department <i>(self-learning activities)</i>	🕒 4 heures	 Link
 Joining the finance department <i>(self-learning activities)</i>	🕒 4 heures	 Link
 Online classes <i>Pre-requisite courses to complete before the online classes:</i> • <i>Joining the HR department</i> • <i>Joining the finance department</i>	🕒 4 x 3 heures	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

Must be completed within the first days of your contract

Human resources	(±2.5 heures)	
 Discovering Homere	🕒 1.5 heures	 Link
 HR Planning & Budget Matrix	🕒 1 hour	 Link
 Practice in Homere (optional)	🕒 8 heures	Contact the Homere support team to have access

Finance (±10 heures)

* 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	 Download *
 Minimum Standards for Field Finance	🕒 2.5 heures	 Download *
 Finance Fundamentals	🕒 30 minutes	 Download *
 OCG Cost Accounting Model (CAM)	🕒 1.5 heures	 Link
 Unifield for PFM	🕒 4 heures	 Link
 Introduction to Accounting	🕒 2.5 minutes	 Link
 Accounting journal: Debit and Credit	🕒 5 minutes	 Link
 Registers in UniField	🕒 8 minutes	 Link
 Monthly closure checklist	🕒 20-30 minutes	 Download *
 Validation table	🕒 20-30 minutes	 Download *
 Field Contract Guide, page 12	🕒 15 minutes	 Download *

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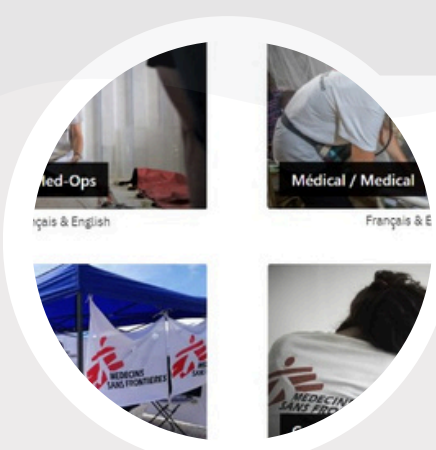
3. Briefings with HQ colleagues, if relevant

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 MSF and your role in it.



4. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels (Fin/HRCo, accounting manager, project coordinator, Fin/HR assistant etc). 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](#)

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

Version 1.2

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