**Project Finance/Human Resources Manager - Checklist**

1. Have you ever been in a role that directly managed employees?

Yes / No

If yes :

1.a- How many people did you manage?

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1.b- What were your main responsibilities as a manager?

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2. What is your understanding of the role of HR and Finance manager in an MSF mission?

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3. Have you ever been responsible for managing a budget?

Yes / No

If yes :

3.a- Describe the context, your role and responsibilities, and the budget volume.

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4. Do you have experience of managing accounting systems?

Yes / No

If yes :

4.a- Which accounting system?

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4.b- Describe your role, responsibilities and achievements.

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5. Have you ever had cash management responsibilities?

Yes / No

If yes :

5.a- Describe your role, responsibilities and achievements.

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6. Have you had to deal with cases of fraud?

Yes / No

If yes :

6.a- Describe the situation?

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6.b- What was the outcome?

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7. Have you ever been involved in a payroll process?

Yes / No

If yes :

7.a- Describe the steps you were involved in and your role in each step.

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7.b- What was the employee size of the payroll?

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8. Have you ever been involved in a recruitment process?

Yes / No

If yes :

8.a- Describe in which context, your role, responsibilities and achievements. Include the number of employees involved.

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9. Have you ever been involved in staff development?

Yes / No

If yes :

9.a- Describe in which context, your role, responsibilities and achievements. Include the number of employees involved.

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10. Have you ever been involved in staff disciplinary process?

Yes / No

If yes :

10.a- Describe in which context, your role, responsibilities and achievements. Include the number of employees involved.

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Yes / No

If yes :

11.a- Describe in which context, your role, responsibilities and achievements.

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12. Have you ever been responsible for or participated in the creation, implementation and/or monitoring of HR policies?

Yes / No

If yes :

12.a- Describe the policies.

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12.b- Describe in which context, your role, responsibilities and achievements. Include the number of employees the policy covered. ……………………………………………………………………………………………………………………………………………………………

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13. Have you been involved in defining an HR strategy?

Yes / No

If yes :

13.a- Describe in which context, your role, responsibilities and achievements.

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13.b- What was the purpose/topic of the HR strategy you were involved in?

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14. Have you been involved in managing professional relationships (relationship with staff representatives, workplace environment, etc.)? \*

Yes / No

If yes :

14.a- Describe your role, responsibilities and achievements.

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