



## South Sudan Program

### JOB OPPORTUNITY – HUMAN RESOURCES ASSISTANT (One Position)

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the position of Human Resources Assistant to be based in Juba.

#### PURPOSE OF THE POSITION:

Efficiently and effectively manage and maintains all day-to-day management of staff leave records, maintenance of the database, maintenance of HR files and providing secretarial and administrative support.

#### KEY RESPONSIBILITIES

- Maintenance of accurate personnel files for national.
- Maintain all work contracts for national staff in their personnel file.
- Maintain the personnel database and ensure that all information is accurate and up to date.
- Management of leave records: Make sure all leaves taken are recorded in the leave management sheet and filed.
- Tracking of time sheets. File timesheet from all field locations.
- Responsible for HR filing system; Make sure all the copies are filed accurately in the respective folders.
- Dispatch/ receives parcels from/to the respective locations.
- Provide secretarial and administrative support (e.g. typing relevant contracts & letters, assist set up meetings)
- Take over the position of Human Resource Officer in his/her absence.
- Perform any other duties as assigned by the supervisor.

#### AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

A blue ink handwritten signature is written over a circular official stamp. The stamp contains the text 'DIRECTORATE OF EMPLOYMENT', 'STATE MINISTRY', 'PUBLIC SERVICE &amp; HRD', and 'C. E. S - JUBA' around a central star.

### **MINIMUM QUALIFICATION/EXPERIENCE**

- University Degree/ Diploma in Human Resources management /Administration
- Good computer and writing skills
- Excellent interpersonal skills
- Excellent English language competencies, both spoken and written;
- Capacity to plan tasks, set timelines and meet deadlines for deliverables
- Professional work experience in an international organization, either private sector or not for profit.

#### **Desirable skills and qualifications:**

- Previous professional experience in HR/ Administration would be an advantage ;
- 1-2 years of work experience in a similar position
- Ability to work with a multicultural team
- Ability to communicate and interact effectively with staff, within the agency.
- Excellent computer skills

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Monday 14<sup>th</sup> December, 2015**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

**Human Resources Department**  
Catholic Relief Services –  
Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

