



<b>Organization</b>	<b>War Child Holland (WCH)</b>
<b>Job title</b>	<b>Human Resources Assistant &amp; CD assistant (HRA)</b>
<b>Location</b>	<b>Juba, South Sudan</b>
<b>Department</b>	<b>Finance &amp; Human Resources</b>
<b>Date</b>	<b>February 2016</b>

### General objective of the job

The HR & CD Assistant is responsible for the supporting the coordination of the HR the WCH Country Programme and the daily management of CD agenda and administration. HRA is supporting processes of include HR administration, HR planning, development and follow up, HR policy development.

### Position in the organisation

The HRA reports to the Finance & Human Resources Manager. The HRA coordinates HR functions and shares and coordinates HR additional information to different field locations. The HRA supervises the Cook and two Cleaners in Juba.

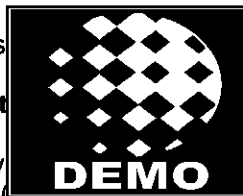
### Result areas

#### 1. In charge of day to day HR planning

- Makes sure that HR administrative files are kept up to date for the national and international staff (e.g. NSI register updates, annual and sick leave administration).
- In collaboration with the country management team s/he makes sure that there is a proper job description for all the positions and ensures that the job profiles are properly done and prepared on time.
- Coordinate the recruitment process of all vacancies as they come up with senior staff. This includes, facilitating the practical elements related to recruitment (advertising, interviews, selection criteria, preparing the offer etc.)
- Prepares the contracts for new staff and follows related HR processes (e.g. medical insurance).
- Makes sure that all national staff receive a proper briefing on his or her arrival and follow an induction program.
- Arranges visa and work permits for international s

#### 2. Implementation of HR policies and HR Management

- Supporting in the definition/revision, together with the Country Management Team (CMT), of the (1) training staff development policy, (2) HR Development Cycle policy, (3) internal regulations, (4) salary scale, (5) health policy and other policies that may need (re)defining.
- Under the supervision F/HR policies by informative sessions for all staff and providing training /support sessions to the relevant supervisors.
- Under the supervision of F/HR the application of the various guidelines and other policies in force relating to national staff.
- Under the supervision of F/HR ensures that War Child Holland in South Sudan abides the South Sudanese labour legislation.
- Keeps update the performance management system e-Progress up to date and provides new staff with sufficient information on how to use the system.



#### 3. Management of staff

- The HRA line manages a cook and two office cleaners.

- Conducts the yearly Performance & Development Cycle meetings with Cook and Cleaners.

#### 4. Assist the CD

- Manage the daily CD agenda, fixing appointment, organize meetings, remind deadline, compiling reports, managing RR and AL request etc.
- Support with the management of CD daily administrative task, including work expenditures and travel organization, etc.
- Coordinate with the WCH SS team CD's time in the office for all payment & authorization and acting as focal point for all CD movements.

*Performs any other assignment reasonably associated with but not listed with the Job Description when assigned by the supervisor.*

#### Knowledge and Experience

- Diploma's degree from a recognised university in Human Resource, Business Administration or related field required.
- A minimum of 2 years of relevant working experience in HR, finance, admin assistant with INGO, advising and supporting senior management, preferably with an (!)NGO
- Management of financial and accountancy to issue payment and cheques etc.
- Experience in working in the remote areas of the country with different ethical groups

#### Skills and Competencies

- Advanced oral and written skills in English.
- Intermediate oral skills in Arabic.
- Social and communicative skills.
- Planning and organising skills.
- Flexible and motivated to work irregular hours.
- Result focused and persistent to reach goals.
- Team player and working within and capacity to work in matrix line management.
- Affinity WCH mandate.

*Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.*

Approved

