



Job Purpose: To support Medair's activities in Aweil by undertaking administrative HR tasks, with key responsibilities in recruitment, ensuring compliance with Medair policies, keeping track of deadlines, and administration of contracts.

A. Key Responsibilities**Recruitment and placement**

- Support Aweil based managers with the entire recruitment and placement process of national staff
- Support the transitioning of local staff from Casual to full time contracts, following laid down guidelines
- Be Focal point in new staff placement and induction
- Maintain a data base of applicants for different positions for quick reference
- Ensure HR templates, policy and procedures documents are available in soft copies for reference and usage.
- Ensure government procedures for recruitment are adhered to

Administration

- Maintaining an effective, accurate, hard and soft HR filing system as required.
- Support line managers in implementing disciplinary action and grievance procedures, in accordance with Medair guidelines and local labour laws.
- Take responsibility for movement of HR related documents including contracts, passports between Aweil and Juba
- Support Line Managers in filing Labour Reports accurately and in a timely manner

Training and development

- Support Line Managers with performance appraisals and documentation of locally recruited staff
- Keep track of performance review documents and logging any subsequent training needs.
- Identifying capacity gaps/needs and recommend appropriate development opportunities
- Facilitate periodic refresher briefing on Medair Policies and orientation on new policies and procedures

Other Responsibilities

- Act as a focal point for communication regarding HR matters with local authorities and Juba Office
- Assist in compiling payroll information to be submitted to HR department in Juba on a monthly basis.

B. Person Specifications**Essential**

- Diploma in HR Management
- 1 years post-qualification professional experience preferably in an NGO setting
- Good command of spoken English and Arabic
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook.

Desirable

- HR Degree
- 3 years' experience working in a cross-cultural setting
- Ability to speak, or willingness to learn, local language

Applications deadline: **11th May 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **PROJECT SUPPORT MANAGER**

MEDAIR OFFICE, MAKUACH AWIT- WAU ROAD

AWEIL TOWN

or e-mail: recruitment@southsudan.medair.org

• **Please note: Hard copy applications will not be accepted at the Medair Juba Office**