

So.H.3  
Approved / M&E officer, trainers  
14/6/2019  
14 JUN 2019  
MEDAIR  
HUMAN RESOURCE DEVELOPMENT

## Job Advertisement

### Human Resources Assistant (Juba)

**Job Purpose:** To support Medair's activities in Juba by undertaking administrative HR tasks, with key responsibilities in ensuring effective and efficient delivery of HR services in the office with high quality, accuracy, consistency and acceptable standard and behavior. To ensure compliance with Medair policies

#### Key Responsibilities General

Focusing on achieving the **People-to-People** objective, the HRA will contribute relentlessly in supporting Medair mission and uphold the core values. S/he will participate in the spiritual activities such as intercession, devotional time, etc.

#### Administration

- Timely and proactively process all legal documents for Medair visitors and Medair international staff ie work permits, Entry permits, Visa, Alien Registration, Travel clearances etc
- Process and issue IDs for new staff and/or existing one who have changed position or lost ID
- Continuously restock Office consumables and ensure that these items are checked frequently and requested timely
- Develop and maintain sound working tracking system for travel documents, continuously update and share Deputy HRM for inputs
- Assist with day to day operation of the HR function
- Support the general improvement of all HR data through proactive cleansing and maintenance of data, folders, file etc. ensuring documents are filed correctly
- Support in maintaining an effective, accurate, hard and soft HR filing system for all employee records and other HR filing as required

#### Staff On boarding

- Prepare international and national staff briefing schedules and shared with the incoming staff 1 week in to reporting date.
- Prepare briefing packs for National staff
- Keep tracks of number staff who have received full briefing and share with the HRO for improvement

#### National staff medical insurance

- Support management of medical insurance related issues

#### Delegated responsibilities

- Participate in recruitment (drafting adverts, getting approval, screening and preparing for interview) upon the request of the HRO and Deputy HRM
- Support in the audit functions.
- Cover for colleagues while on leave or any other assignment at a delegated level.

#### A. Person Specifications

##### Essential

- Diploma in Human resources or Business Administration
- 1 years post-qualification professional experience
- Good command of spoken English and Arabic
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook.

##### Desirable

- HR Degree or Administration

Application deadline: **03/07/ 2019.**

Only shortlisted candidates will be contacted. Please note that no original documents are required at this stage of application.

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

**Human Resources Department  
Medair South Sudan**

Theo Road, Hai Thongping or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)

