

world relief™



Advertisement for Human Resource Intern

World Relief is a Christian organization operating in South Sudan since 1998, providing humanitarian assistance. In the former Greater Upper Nile region, World Relief is responding to the recent conflict and displacement with emergency health, nutrition and food security and education programs. In the former Western Equatoria State, World Relief is empowering local churches.

World Relief is looking for suitable intern to support the Human Resource team. The purpose of this internship is to support the Human Resource (HR) team in implementation of standard HR policies and practices in World Relief programs and as well act as a capacity building to the intern who is interested to get practical experience/knowledge in HR.

Position: Intern

Reports to: HR Officer

Department: Human Resource Department

Duty station: World Relief Juba Head Office

Duration: Three (3) months.

MAJOR DUTIES AND RESPONSIBILITIES

- a) Organize HR Archive,
- b) Maintain and update HR filling system and Archive,
- c) Assist in follow up on work permits/Visas with the Government authorities,
- d) Perform any other related duty assigned by the Supervisor or designate,

KNOWLEDGE AND SKILLS REQUIRED:

- Diploma/Advanced certificate in HR or its equivalency,
- Knowledge of computer packages especially in MS Excel, MS Word (MS Office),
- Good knowledge of office routine activities: photocopying, scanning & typing, etc.

DESIRED REQUIREMENTS:

- Good personnel management skills
- Ability to work under pressure
- A team player,
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting,
- Good writing skills and proficiency in English language

Interested applicants should submit **non-returnable** applications (covering letters, updated CVs and photocopies of their certificates) to the following addresses: SAyang@wr.org and WRSSRecruitment@wr.org

Applicants can also submit their applications to the **World Relief in Juba**, in Hai Cinema, opposite Ministry of Water Resources & Irrigation, along Addis Ababa Street.

Any applications received after the closing day of 7th October 2017 will not be considered.

Only Shortlisted candidates will be contacted.

