



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2017/22/11/3

Approved

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Who we are?

22/11/2017

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	HR Assistant
Report to:	Senior HR Officer
Duty Station:	Juba
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	11 th December, 2017

Purpose of the post

The HR Assistant will be responsible for providing administrative HR support to the department

Responsibilities and Tasks

- The HR Assistant will perform the following tasks and undertake the following duties and responsibilities:
- Manage and organize all staff (expat and national) staff personnel files and general HR documents and ensure that all documents are up to date and accurately organized and labelled using the standard file checklist form.
 - Ensure that all HR filing cabinets are secure, neatly labelled and locked and be the custodian of the keys.
 - Maintain a well-organized and accurate electronic filing system of all HR documents
 - Ensure safe receipt, registration and filing of all job applications;
 - Maintain an efficient and accurate filing system of all rejected applications
 - Maintain accurate records of all training attendance lists and follow up with Field focal persons for all relevant lists
 - Liaise with Administration Officer to ensure new staff ID cards are issued for the same time period as contracts;
 - Ensure and check that all leave types are requested using the standard form by staff and approved by line manager before the staff go on leave;



- Manage all national staff leave for Juba and request for field offices' leave trackers and compile consolidated national leave tracker and ensure that all staff leave records are up to date and filed for reference purpose;
- Maintain updated trackers and on monthly basis, send consolidated HR reports (staff database, casual staff list, NSIF tracker etc.) to the Senior HR Officer;
- Provide administrative support in roll out of ERP-HCM Module in terms of database management etc.
- Issue staff pays lips to all Juba staff and maintain an accurate record.
- Ensure that stationary is available in the HR Office and report any faults of printers and scanners to IT Department;
- Ensure that HR Office is well organized including maintenance of Reception and HR Office notice boards, HR white boards etc.
- Support preparation of orientation/induction schedules for all new staff and circulate to managers involved in the induction
- Photocopy, post/receive all HR letters and courier packages
- Prepare and organize room for HR meeting and take minutes thereof
- Perform any other duties as assigned by the supervisor;

Person Specification

Qualifications and Experience

Essential

- At least 2 years' experience in HR and Administrative work;
- Good understanding of the South Sudan Labour Law
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organizational skills;
- Excellent written and spoken English;
- Strong computer skills particularly Microsoft Office packages, Internet and Email systems;
- Good interpersonal skills
- Flexible, innovative and ability to work both as an individual and as a team member and under stress;
- Republic of South Sudan National;

Desirable

- Experience working in the NGO sector
- Fluent in Arabic

Education: At least a Diploma in HR Management or Business Administration or related Social Science qualification;

- Qualification in MS Soft packages, emails and other IT packages

Languages: (indicate fluency level)

- English
- Arabic

Key stakeholders: (internal and external)

- Juba and Field HR Focal Persons
- Programme and Support Services Managers
- South Sudan HR Working group members

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through jobs.southsudan@drc-ssudan.org OR submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

