

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. MAK/2016/25/2/007



Who we are?

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 Northern Bahr el Ghazal (NBEG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	HR & Administration Assistant
Report to:	Sen. Fin/Admin/Hr Officer
Duty Station:	Malakal
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	28-March 2016
Number of positions	1

Purpose of the post

- The Human Resource & Administration (HR/Admin) Assistant will assist with the implementation of DDG-DRC staff policies and to maintain updated files for all DRC-DDG staff in Malakal Upper Nile state. The HR/Admin Assistant will also assist the Finance Unit as required. The HR/Admin Assistant reports to the Sen. Fin/Admin/HR officer

Responsibilities and Tasks

- Prepare and maintain physical and electronic HR files for all DRC-DDG staff employed at the Malakal Base (including CV, signed contract, ToR, signed contractual annexes, leave records, performance appraisal records, and other relevant documentation, such as warning letters)
- Ensure the acquisition, issuance and return of equipment for newly recruited or leaving staff
- Assist in maintaining all Malakal staff leaves Records.
- In consultation with Sen. Fin/Admin/Hr Officer, ensure the booking of internal flights for national and international staff going on employment-related trips, such as annual leave and R&R
- Assist in the preparation of vacancy announcements including visits to the Labour Office for validation of vacancy announcements and contracts
- Assist international staff with information concerning visa extensions and work permits
- Receive all staff leave, mission requests and monitor that requests are submitted according to DRC-DDG procedures
- Receive staff calls regarding sick days, delayed flights, and other urgent matters
- Collate and follow up on documentation required to allow medical and compassionate leave
- Assist the Finance Assistant in the checking and updating of staff payroll
- Fulfil the duties of Finance Assistant during the Finance Assistant's absence or times of pressure
- Any other task as directed by the Sen. Fin/Admin/Hr Officer.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Interested candidates must have Secondary School Education
- Previous relevant work experience in HR/Administration is required
- Experience in usage of computers and office software packages (MS Word, Excel, etc.) is required

- Fluency in oral and written English is required and Arabic is an added advantage
- Excellent communication skills
- Must be well-organized and pay attention to detail
- Must be a South Sudanese national.

Desirable:

- Knowledge of basic financial procedures is a strong advantage
- Certification or diploma in HR/Business or Public administration from recognized Institution is desirable
- Good presentation and diplomatic skills
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Flexible and adaptable

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 financeofficer.mal@drc-ssudan.org or jobs.southsudan@drc-ssudan.org

OR

Submit your hard copy application to the Human Resource department to the attention of Finance Officer - DRC-DDG Office in Malakal Unmiss Log Base.

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

Further information

Please note, as these positions are 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://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.