



HEALTH ACTION AID



Health Action Aid

For sustainable health services



### Job Description

Position Title	Admin and HR Officer	Length of Contract	One(6) Months
Duty Station	Juba	Type of contract	Volunteer
Department	Operations		
Reporting relationship	Admin & HR Manager		
Opening Date	10 <sup>th</sup> -19 <sup>th</sup> Oct 2017		

### Country Program overview

Health Action Aid is a national non-governmental organization , registered and incorporated under chapter 3, section 10 of South Sudan NGOs’ Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Health Action Aid headquarter is located in Juba and will potentially scale up to other parts of the country. There are five(5) key programs in the Organization; Maternal child Health(MCH), HIV/AIDs and TB, Malaria, Nutrition and WASH. Integrated community case management(ICCM) is the primary model of intervention and it’s tailored at both facility and community level following the South Sudan Boma Health Initiative(SSBHI). South Sudan is one of the most underdeveloped countries in the world. Many years of chronic civil wars with Sudan, and internal conflicts before and after the independence eroded the physical and social infrastructure that among other things resulted into destruction and collapse of the health system. As a result, the overall structural framework for delivery of health care services to the entire population particularly, neonatal, maternal and child health services to the entire population in the country was greatly disrupted.

As a non-profit organization, Health Action Aid (HAA) is established to address these challenges with a vision to provide sustainable health interventions through provision of comprehensive health services, focusing on identified health gaps that undermine human development; and to reduce the vulnerability of children and mothers in South Sudan.

### Job Purpose:

Tel: +

P.O.Box Private Bag  
Munuki Block “B”  
Juba, South Sudan

Web: [www.healthactionaid.org](http://www.healthactionaid.org)  
Email: [healthactionaid@gmail.com](mailto:healthactionaid@gmail.com)  
[info\\_healthactionaid@gmail.com](mailto:info_healthactionaid@gmail.com)



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The Admin and HR officer will be responsible for providing support to the Juba and to other managerial staff in Juba. The job will involve all aspects of HR such as payroll (in the absence of the HR Manager), leave etc. This position demands excellent HR knowledge and strong organisational skills. The incumbent must have good management, interpersonal and organisational skill and the ability to report accurately

## **Scope of Work:**

- Maintaining an effective, accurate, hard and soft copy HR filing system for all employee records and other HR filing as required.
- Support the general improvement of all HR data through proactive cleaning and maintenance of data, file upgrades, etc. ensuring that data is entered accurate first time.
- Supervise the Administrative Assistance where necessary in ensuring that all documents are scanned properly and file.
- Ensure timely processing of recruitment requests, including. issuing of the right Job Description in conjunction with the line managers responsible for recruitment.
- Create informative and attractive adverts in conjunction with the respective line managers responsible for recruitment who will post them.
- Play an important role in supporting any audit processes that might be called upon by Management as per donor's requests and keep files of the documents requested. Scan all the Labour reports and contract details requested by respective donors for specific staff in question.
- Ensure that all contracts and all other contractual agreements are in place, accounted for, properly signed and follow up if needed.
- To ensure accuracy and the timely production of data and processing of Payroll in close collaboration with the finance department according to the published monthly timescales.
- Keep track of training records, diploma's and the whole training documentation.
- Train the field locations (Project Support Managers/ Finance Support Officers) in the field of archiving. administration and proper documentation.
- At delegated level, ensure the confidentiality of information held on individual staff files
- Cover for colleagues while on leave.

## **Requirements:**

University Diploma in HRM, Public Administration, or any other relevant field. A Degree in HRM Business Administration is an added advantage  
Qualified, innovative HR professional;

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Knowledge of Sudan Labour Laws

Experience in liaising with other organisations and government officials;

## How to apply:

Interested Candidates are requested to submit their applications, updated CVs and scanned copy of their nationality ID not later than 10<sup>th</sup> -19<sup>th</sup> Oct 2017 to HR department, Health Action Aid , Juba Head office Hai Kuwait, Block "B" Munuki Bilpham road. Or email to:

[hrhealthactionaid@gmail.com](mailto:hrhealthactionaid@gmail.com)

Health Action aid is an equal opportunity employer. Merits, competency and past performance are the key parameters embraced.

Only shortlisted candidates will be contacted for an Interview and all Applications submitted will not be returned.



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