



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2019-2153**

**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 Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations 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	Human Resources & Administration Officer
Report to	Area Manager
Duty Station	Malakal
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as Possible
Eligibility	South Sudanese National Only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	6 <sup>th</sup> June, 2019

**Purpose of the post**

The purpose of the position is to ensure smooth running of the day to day human resource activities for Malakal Area Programme. The position gives support with recruitment, remuneration and benefits management, employment relations, performance management, HR Reporting and Office Administration, Ensuring consistent approach and high quality HR Standards.

**Responsibilities and Tasks**

**HR Policies & Guidelines**

- Ensure all HR Policies & Guidelines are adhered to including CoC
- Guide all programme and support services teams on HR procedures and systems





## Recruitment & Contract administration

- Support/**organize recruitment processes as follows:** Ensure all recruitment documents are accurately prepared, prepare advertisements for both local and on national mediums, organize interview process, induction and dissemination of DRC policies to all departments
- **Prepare contract support documents in close liaison with Juba HR and ensure that new staff receive and sign all contract documents**
- **Monitor contract statuses:** probation, renewals, amendments/modifications, termination, regularly update contracts tracker including contracts of casual works in line with South Sudan Laws
- Register all new staff and terminate exiting staff as well as regularly update the ERP - National Staff HR Data in DRC Dynamics
- Handling of staff *exit processes* in liaison with Juba HR Department and all Departments in Malakal to ensure all documentation is accurately and timely processed, clearance of assets, documents etc. are recovered from exiting staff as well as specific personnel files are closed

## Payroll Management

- Process the Area office national staff monthly payroll and ensure that any adjustments to the monthly amendment memo are processed correctly and timely submitted to Juba HR by the 16<sup>th</sup> of every month.
- Prepare staff terminal benefits documents and timely submit to Juba HR

## Leave Management

- Ensure all types of leave (RnR, sickness, maternity/paternity, compassionate) etc. is well administered by checking all entries in DRC Dynamics and downloading leave reports.
- Review leave applications in DRC Dynamics and manage the leave tracker for all national staff.
- Address any leave issues for national staff

## Staff Welfare

- Track cost of living when requested and share with HR Manager in Juba
- Follow up on staff queries and challenges and share with Area Manager and HR Manager.
- Work in close liaison with Staff Representatives and provide them with the necessary support
- Post relevant notices on notice
- Support the arrangement of staff social functions

## General Administration

- Update Area organization chart in coordination with Area Manager and Heads of Departments
- Update staff contact list in close liaison with Juba Administration Department
- Support all staff in booking their UNHAS flights in close liaison with Juba Administration
- Ensure that stationary and other office consumables are available in offices and staff accommodation and that they are properly stored and well managed
- Ensure offices and accommodation premises and rooms are clean and well organized.
- Ensure that staff meals are timely prepared and the kitchen is clean and well maintained
- Welcome visitors and ensure that they are booked into rooms in close liaison with Supply Chain Officers
- Ensure that all staff documents are properly and systematically filed in electronic and paper files

## Reporting

- Share DRC Dynamics leave reports with managers in the Area Office end of each month.
- Update and submit HR API report to Juba HR by the 5<sup>th</sup> of each month
- Update staff contact list every month and submit to Juba Administration Department

## Other Tasks

- Support Area Manager in coordinating and supervising day to day tasks of HR Assistant, Cleaners and Cooks
- Provide support in organizing staff trainings and workshops and maintain updated attendance lists and sharing with Juba HR.
- Any other duty as reasonably requested by the line manager

## PERSON SPECIFICATION

### Qualifications and Experience

- With at least 3-years work experience in relevant field INGO or other agencies
- Strong knowledge of Human Resource Information Management systems.
- Proven ability in the implementation of large-scale programs.
- High integrity, pro-active, stable, robust character and a good team-player
- Highly motivated, results-oriented, and with well-developed problem-solving skills.
- Ability to cope with heavy workloads and to work under pressure to meet tight deadlines.
- Excellent communication and interpersonal skills.
- Excellent analytical and negotiation skills.
- Proven commitment to accountability practices.
- Proven ability to prioritize tasks, meet deadlines, and work with limited supervision.





- Knowledge of computers: word processing, database management packages.

### Education

- Higher Diploma or Degree in Human Resource Management, Business Administration

### Languages

- Excellent Communication skills in English required.
- Arabic is added advantage

### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, National ID card and Academic documents to Human Resources Department through [jobs.southsudan@drc-ssudan.org](mailto: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 Juba. Those in Malakal can submit to DRC-DDG Office addressed to **HR & Admin Assistant** in Malakal

### Further information

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

**Gender Equity:** DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

**Equal Opportunity:** DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

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/>

