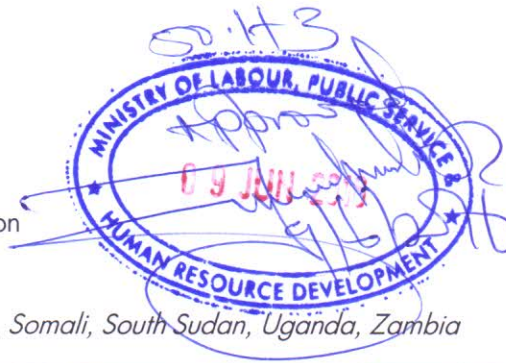


AAH South Sudan  
Juba Office: off Munuki Road,  
Next to South Sudan Civil Service Commission



## VACANCY ANNOUNCEMENT

Date: - June 8<sup>th</sup> 2016

### Background:

Action Africa Help International (AAH-I) is an African-led, regional organization, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, and Zambia. It has 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities.

Since January 2013 AAH-I South Sudan is managing the implementation of UNHCR Logistics component (Warehouse, Workshop, Fleet and Fuel management) in Juba, Yei, Yambio, Wau, Bentiu (Yida/Ajuong Thok), Malakal, Maban and Rumbek.

AAH-I South Sudan Programme is therefore seeking to recruit competent South Sudanese nationals to fill the below vacant position to be based in Ajuong Thok.

<b>1. Position:</b>	<b>Administration Officer</b>
<b>Number of Posts:</b>	<b>01</b>
<b>Location:</b>	<b>Ajuong Thok</b>

### Job Summary

To coordinate and manage all human resources requirements aligned to AAH-I HR policies and procedures. Initiate process change to align to best practices in the market. Contribute to the Administration of HR salaries and benefits functions for effective running of the office.

### Duties & Responsibilities

- Responsible for the whole recruitment process including placing adverts, dealing with responses and correspondence, facilitating the work of the panels in the short listing and interviewing, administering the tests and taking part in the interviews and maintaining the recruitment database.
- Responsible for contract management (issuing contracts, monitoring probations, renewing contracts and keeping management informed of dates of contract). Ensure proper management of end of contract processes.
- Facilitate and monitor implementation of the performance management system.
- In charge of HR documentation and record management
- Ensure there exists job descriptions for all positions and these are updated periodically.
- Ensure that all new employees are registered with all necessary statutory bodies e.g. NISF.
- Ensure proper leave management and support supervisors to effectively manage staff absence.
- Responsible for employee relations that include staff discipline and grievance management.
- Participate in the periodic pay and benefits review for AAH SS Country Programme.
- In charge of staff welfare, health and safety, HIV&AIDS, manage the staff medical scheme and conduct annual HR risks assessment.
- Produce annual training needs analysis based on objectives/performance review reports. Follow through to ensure implementation.
- Contribute to the development and implementation of the country training and development strategy.
- Develop and maintain a data base for country training services providers.
- Arrange and monitor induction for all new staff, ensure that meetings are arranged and feedback is obtained. Ensure that induction pack is maintained and kept up to date.

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- With collaboration with the Sector Heads, and Project Managers, develop staff communications that include, among others, circulation of vacancies and any change in policy.
- Produce quarterly and annual HR reports on prescribed AAH-I HR reporting template.
- Ensure the existence of work force plans for all projects and a succession plan to cover for all key positions.
- Allocate and supervise work of the Office Attendant and Watchmen to ensure that office support duties are run effectively and in a secure environment.
- Ensure that all visitors to AAH SS are advised properly on matters of visa, and liaise with Finance & Admin Manager to process visas where required.
- Coordinate with Finance and Admin Manager to ensure smooth running of the office e.g. utility bills, rent, etc paid on time to avoid service disruption.
- Ensure the office lay-out and work areas are monitored and reviewed when necessary and that all visitors have sufficient work space
- Ensure effective maintenance of office furniture and fixtures including fax machines, photocopiers etc

#### QUALIFICATIONS

- A Bachelor's degree in HR Management, Business Administration, Social Sciences or a related qualification from a recognized institution
- Sound knowledge of South Sudan Labour laws
- At least (3-4) years experience in similar position.

#### SKILLS AND COMPETENCIES

- Excellent inter-personal and communication skills
- A good command of both written and spoken English
- Patient, understanding and of a pleasant character
- Computer literate with ability to use Microsoft Office
- Excellent Management, planning and organizing skills.
- Able to develop others and build their capacity.
- Committed to just workplace ethics, coaching, mentoring and developing others.
- Commitment to the organizational values

AAH-I is an equal opportunity employer.

All application letters and CV with (3) referees, (indicating telephone numbers and functional e-mail addresses) and photocopies of academic certificates, recommendation letters should be deposited in a sealed envelope to **AAH Administration Office in Jamjang, or to AAH Logistics Base, Juba or you can e-mail to [recruits@actionafricahelp.org](mailto:recruits@actionafricahelp.org)**

**Only** South Sudanese Nationals are specifically encouraged to apply. Deadline for submission of application is on **30<sup>th</sup> June 2016**. Only pre-selected candidates will be contacted for interviews.

**Evode Muligo**  
Operations Manager  
AAH Humanitarian Project  
Juba, South Sudan

