



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

JOB OPENING **HR ASSISTANT III** **Based in Juba**

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

Main Duties & Responsibilities:

- Supports the HR Assistant II in the updating of workforce planning tool
- Supports in the filling of employee details on the job description
- Records, pre-screens and list all applications before handing over to hiring manager for short listing;
- Follows agreed procedure to file unselected applications for each position and sends reject letters either electronically, by post or with a telephone call;
- Updates recruitment table and keep status of the process up to the end of the process when final candidate is selected;
- Prepares contract of employment, and ensures all signatures obtained;
- Obtains key documents from new recruit as well as signature of Code of Conduct, Job Description and other documents such as Staff Regulations at latest on the first day of employment.
- Ensures that all employment contracts are validated by the Labour office for validation;
- Provides list of newly recruited staff to the trainer allowing him to prepare for the welcome to the ICRC courses.
- Prepares interview schedule and room bookings with consultation from recruitment assistant
- Assists in filing of all final settlement documents of laid off staff after payment and transfer of inactive files from filing cabinet to archive box after three month from the date of termination of employment contract.
- Assist in the update the Human resource database with training record, dependent and other staff career development information
- Processes ID cards for employees in absence of HR Assistant in charge of employee files;
- Supports the HR Assistant III in charge of filing in sending mails/docs to the sub delegations.
- Assist in the distribution of monthly salary sheets to staff
- Scanning of HR documents whenever required

Minimum Required Knowledge & Experience:

- A' level or equivalent degree in human resources, secretariat, office or commercial management. Some college coursework completed or an Associated degree is an asset
- 3-5 years' experience in human resources, administration, office or service management, client or public relations, or in a field related to the work of the department
- Conversational in English and Arabic
- Intermediate computer knowledge
- Skilled in the following competencies: Adapting & Learning; Team Work; Planning, Organization & Assessment; Communication (Ability to express views and ideas); Representing the ICRC

Interested candidates should submit their application clearly marked "**HR Assistant III**" (including C.V. written in English and copies of certificates) at latest **Wednesday, 25th January 2017** to **The HR Manager**;

either At the ICRC reception : **Juba, Wau, Bor, and Rumbek**
or By email to : **jub_recruitment_services@icrc.org**

Only short-listed candidates will be contacted. Application files not retained will not be returned.