



Vacancy Announcement
International Rescue Committee (IRC) in South Sudan

The International Rescue Committee (WWW.Rescue.Org) is a non-profit, non-governmental organization providing relief, rehabilitation and post conflict development for those uprooted or affected by conflict. The IRC has been providing these vital services to refugee and displaced people since 1933. Currently the IRC is operational in over 40 countries worldwide, in 22 cities throughout the USA and in many States in South Sudan.

Job Title: Human Resources and Administration Officer (Ajuongthok and Pamir)	Duty Station: Ajuongthok – Ruweng State, South Sudan Reports to: Field Coordinator
Number of persons to Hire: One(1)	BAND: Functional Support
Department: Human Resources	
Post duration: Opening Date: 13th August 2018 Closing Date: 30th August 2018	
The position is open for South Sudanese nationals only	
NOTE: Only short listed candidates will be contacted. Attach photocopies when applying only while original will be asked at the interview panel and all the photocopies will remain the property of IRC	

BACKGROUND/ SCOPE OF WORK

Working under the supervision and guidance of the Field Coordinator in Jam Jang (Ajuong thok), the Human Resources and Administration Officer holds the primary responsibility for the recruitment process as well as preparing employment contracts and contract extensions and administrative functions. In coordination with Logistics he ensures adequate procurement of office supplies. Further in liaison with Juba, he is responsible for travel bookings for Ajuong Thok Field office staff, renewals and processing of travel and work permits for international staff and passport registration for all international staff and visitors. He also liaises with the RoSS Labor Office on HR related issues (staff vacancies, terminations, contract issues, end of service payments). He is also expected to take an active role in the implementation of the IRCconnect orientation program through scheduling orientation sessions and providing induction for new staff hires.

RESPONSIBILITIES:

Human Resources:

- Primary responsibility for ensuring transparent recruitment processes and procedures including:
 - Initiating /Processing of recruitment requests



- Posting of job vacancies to relevant forums/outlets
 - Receiving , screening, filing applications
 - Dispatch of applications to relevant hiring manager
 - Making arrangement for interviews
 - Preparing final interview schedule and communicating it to interview panel
 - Checking references
 - Preparation of employment contracts
 - Comply with recruitment package documentation
 - Update and share with hiring managers' recruitment tracking sheet on a weekly basis.
- Preparation of the Ajuong Thok Field office monthly payroll
 - Initiate the process of and follow up with Juba Exit/Termination letters, Changes of Status and end of service payments (PIT/NSI/gratuity)
 - In consultation with Program Manager, make a leave roster for Ajuong thok and Pamir
 - Maintenance of all HR databases and tracking sheets including:
 - Leave tracking – nationals and international staff
 - National staff master list
 - Monthly payrolls
 - Maintenance of national staff personnel files and all statutory paperwork
 - Maintain personnel files for Ganyliel based staff
 - Archiving and collection of national staff files (terminated staff)
 - Scheduling of new staff IRCconnect orientations; assistance with orientation sessions as required.
 - Tracking of national staff benefits
 - Assist Field Coordinator in monitoring national staff personnel budget lines
- Domestic Travel***
- Manage WFP-UNHAS flight bookings for travels from Ajuong Thok
 - Ensure that approved Travel Authorization Forms (TAFs) are received from intending travelers and forwarded to Juba. Follow up on bookings and communicate to concerned travelers.
 - Liaise with Juba for pickup of travelers from Ajuong Thok
 - Maintaining a travel/flight tracker for all relocatable staff.
 -
- Office Administration***
- Supervise any maintenance workers carrying out repairs on the office premise as necessary
 - As appropriate raise purchase requests for procurement of office supplies as required for both operation and program in coordination with logistics
 - Maintain keys, spare keys, locks and master keys for all facilities
 - Ensure that office have utilities such as electricity and drinking water. Report any such shortages for prompt and adequate action in consultation with construction supervisor.
- Coordination***
- To coordinate with Logistics on procurement of office supplies and such other services.
 - To coordinate with Finance on timely payment to all vendors.



- Timesheets for staff are timely collected and shared with Juba on monthly basis
- **Reports**
- Reports are prepared and shared with Juba and copied to FC as per HR Admin reporting schedule and requirements
 - Strategic HR Metrics Report
 - Head Count
 - Leave report
 - Travel/Flight Tracker
 - Recruitment tracker
 - Change of Status Tracker
- And other reports that may be requested at a particular time eg IRC Way Signature Data, Incident reports, etc

Other responsibilities

- To discharge the Other function when requires

RELATIONSHIPS:

Reports to: Field Coordinator

Supervises: HR admin Assistant

Coordinates with:

Internal: Program Managers

External: RoSS Administration

REQUIREMENTS:

- Diploma in Business Administration/ HRM or related field
- Fluent English (written and spoken) and Juba Arabic
- Prior experience of working in a human resources role/position in a multi-cultural environment
- Good communication and staff management skills
- Computer literacy (Microsoft Office Word, power point and Excel spreadsheets; Outlook)

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

The position is for: **South Sudanese national with all the national documents**

How to apply:



Interested applicants should submit a CV with 3 references and a copy of their national ID and health certificate to the Juba IRC Head Office-located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than 30th August 2018.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

- Reviewed by RRC Office -



Approved by labor & public service HRD

