



CONCERN
worldwide

VACANCY

HR ASSISTANT-IMMIGRATION

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **HR Assistant-Immigration** to be based in Juba

Duties & Responsibilities:

Management of international Immigration documents

- Process Entry Permit for all international staff and visitors to Concern SS, where they are arriving from a country which does not have a South Sudanese Embassy
- Prepare Letter of Invitation for all international staff and visitors, when they are arriving from a country which has a South Sudanese Embassy, to support the visa application in their country
- Ensure align registration is completed for all international staff and visitors within 72 hours of arrival in the country
- Timely renewal of alien registration on expiry for all international staff and visitors.
- Timely renewal of visas for international staff and visitors who stay longer than 1 month in the country
- Process work permits application and renewal of all international staff with contracts longer than 6 months, while adhering to Ministry timelines for processing.
- Maintain a hardcopy work permit file from start to completion of application process
- Maintain hardcopy files with copies of all immigration documentation, with separate files for staff and visitors
- Maintain hardcopy files with copies of passports for all international staff, with a separate section in the file for any visitors currently in the country and for Concern staff from outside of South Sudan but who visit regularly
- Maintain softcopy records on issue and expiry dates for all immigration items for international staff and visitors

Recruitments

- Receive approved job requisition form for new opening and file a copy for HR record and references.
- Prepare job advert for review by line manager, prior to submission for approval by MoL
- Assist the HR Officer in shorting applications received for initial HR shortlist
- Ensure that meeting room is booked in advance of scheduling interviews; and set-up in advance of the interviews
- Contact shortlisted candidates for interview and prepare interview schedule
- Conduct reference check for successful candidate
- Be part of the interview panel in the absence of HR Officer
- Prepare induction schedule for new staff
- Prepare offer letter for newly appointed staff on receipt of satisfactory references
- In consultation with the hiring/line manager prepare contract for newly appointed staff
- Using the Concern contract extension template, send reminder to respective managers regarding the contract status of their staff 3 months prior to expiry dates. Follow up to ensure

that managers confirm contract renewal/termination at least 6 weeks in advance of the contract expiry date.

- Prepare contract renewal for Juba based staff
- Print new contract /renewal for approval for field based staff

Maintain leave records for Juba based staff:

- Update the leave tracker on weekly basis for Juba based and share with HR Officer on monthly basis
- Maintain the folder of leave forms; releasing forms to staff when they are requesting leave and ensuring that the approved form is returned to the file

Reporting:

- Prepare monthly HR update on Immigration and recruitment information
- Prepare monthly payroll advice for Juba based national staff

Other:

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the Line Manager

Requirement

- Certificate in Administration or related discipline
- Experienced in Microsoft Word and Excel
- Up to 3 years previous experience in a similar role
- Courteous in dealing with people

Ability to maintain confidentiality and discretion

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment.
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

HOW TO APPLY

Interested Candidates are requested to submit their Applications, Updated CVs of less than three pages and photocopy of their nationality ID to vancancies.juba@concern.net or hand delivery application to **HR Department, Concern Worldwide South Sudan programme Juba Head Office** **NOT later than 26th June 2017**

1. The position is **STRICKLY** open to South Sudanese national
2. Only shortlisted candidates will be contacted and applications submitted will not be returned.

