



VACANCY

Human Resources Assistant-*Officer*

Contract Duration: 12 months-Renewable

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 of **Human Resources Assistant-*Officer***. The position holder will be based in **Juba**.

Job purpose:

The overall function of the Assistant HR Officer is to provide Juba HR Office in dealing with staff recruitment, probation tracking, payrolls; staff leave record and managing staff contracts, volunteers and service providers' contracts, and updating HRMIS among others.

Main duties &

Responsibilities:

Recruitments

- Receive approved Job Requisition Form and file it
- Prepare job advert for Juba and re-locatable based position for review by line manager prior to submission for approval by State MoL or National MoL and RRC
- Act as a focal person for collecting applications
- Prepare longlists of applications received both in hard copy and email for submission to hiring manager
- Request hiring manager to prepare practical test and oral interview questions
- Prepare interview schedule in consultation with hiring manager
- Ensure that meeting/interview room is booked and set-up in advance for interview.
- Contact and invite shortlisted candidates for interview
- Set-up and supervision of practical test
- Prepare all the paperwork for interview for the interview test, interview questions, CVs of shortlisted candidates
- Participate in interview for grade A-E
- Be part of the interview panel for grade E and above in the absent of HR Manager and SD
- Prepare interview report for SD or CD approval
- Conduct reference checks for selected candidate
- Prepare offer letter for the selected candidate
- Inform selected candidate to present to us medical certificate
- Once the offer has been accepted, prepare contract letter in consultation with the hiring manager in relation to contract start date and duration
- Notify unsuccessful candidate once the offer and contract has been signed
- Prepare induction schedule for Juba national recruited staff
- Provide employees form to the new staff
- Print new contract /renewal for approval for field based staff

Track probation for Juba national staff

- Track probation period for new/ promoted staff
- Remind line managers 1 month in advance of the end of probation date for their staff
- Forward copy of probation review form to Line managers
- Prepare confirmation of employment letter on confirmation from line managers for CD approval
- Issue letter to Juba based staff for signing
- For field based, forward probation confirmation letter to field HRO for signing
- Make follow up with field HR so that a signed contract is sent back to Juba for file

payroll

- Keep record of joiners and leavers per month
- Update salary advance tracker on daily/weekly basis and keep copy of approved S/A as per staff location
- Provide and submit copies of supporting documentation e.g. contracts, resignation end of contract, termination, redundancy, salary advance approval, salary advance tracker overtime sheets and unpaid leave request
- Prepare and submit payment requests for Juba temporary staff

Maintain leave records for Juba based staff:

- Issue leave form to staff going on leave upon their request
- Request staff taking other leave like sick leave to provide supporting documents like medical certificate, study leave to be supported by University admission letter and exams time table etc.
- Review leave taken verses leave requested to ensure that staff are taking leave which they are entitled to take to avoid exhausting the leaves days before end of the year

Maintaining accurate database

- Update service providers database and share with HR Manager on monthly basis
- Remind budget holders 2 months in advance for service contract end date
- Maintain a database for leavers and joiners
- Provide HR Manager with information on leavers and Joiners on monthly for UAP update

Manage Juba staff contract, volunteers and service providers

- Monitor contract expiry date for Juba staff
- Remind line managers 3 months in advance for Juba contract renewal date
- Prepare contract extension letters upon confirmation from line managers
- Issue contract extensions to Juba staff for signing and submit signed copy to Juba HR Clerk for filing
- Issue contract extension to programme HR staff and ensure that they return a signed copy for the Juba file.

Manage cessation of employment

- Issue resignation acceptance letters for Juba exiting staff
- Issue redundancy letters
- Issue clearance form to Juba exiting staff
- Make copy of final payment from finance for exiting staff personnel file
- Prepare certificate of service for Juba exiting staff

- Review certificate of service sent by field HR before printing for CD signature and make a copy of the signed certificate for Juba staff file

Keep training record

- Provide attendance sheet for any training conducted in Juba
- Ensure the training reports are submitted from each field location by respective Programme Managers on monthly basis
- Collect and compile training information in preparation of year end training report

Year –end

- Issue letters to staff who are entitled to additional leave based on their years of service.

Filing

- In the absent of Juba HR Assistant, file relevant staff correspondence

HRIS – updating

- Regular updating of Human Resource Information System by capturing all the relevant staff information.

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Person specification:

Essential

- Diploma/Degree in Human Resource, Business Administration or related discipline
- Up to 3 years' experience in a similar role
- Knowledge of MS Office – Word and Excel
- Good written and verbal communication skills in English
- Good attention to detail and demonstrated ability to deliver on work objectives to a high quality and on a timely basis

Competencies:

Essential

- Takes responsibility for own actions and outputs to ensure quality outcomes

- Maintain confidentiality where necessary or appropriate
- Able to communicate with all levels in the organization openly and transparently

Desirable

- Has a clear idea of what needs to be achieved and the direction to go in
- Creative and flexible in approach to achieving results, where appropriate

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank , not later than 3th April 2019 or email it to; vacancies.juba@concern.net**
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**