



VACANCY RE-ADVERTISEMENT

Ministry of Labour and Human Resources Development
 Directorate of Labour
 Wau State
 Date: 19/01/14
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| Job Title: | HR/Admin Assistant |
| Place of Work: | Wau State, South Sudan |
| Reports to: | Finance/HR Manager |
| Reporting to position: | Cook/Cleaner |
| Duration of contract | Seven (7) Months with high possibility of extension |

Johanniter-International Assistance is an International Non-Governmental Organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. In South Sudan, Johanniter is operating in field of health, WASH, Protection, and nutrition programs particularly in former Western Bahr el Ghazal State/Wau. Johanniter International Assistance is looking to hire **HR/Admin Assistant** to be based in Wau field office and shall be operating within Wau State where Johanniter is implementing project activities.

Key Responsibilities

- Coordination of all recruitments process at field Office level, seeking approval from the labor Office for recruitments and coordinating with other departments during recruitment to ensure transparency in the recruitment process
- Follow up of all staff contracts ensuring that they are up to date and report to Finance Admin Manager any renewal or non-renewal notices as necessary to ensure records are up to date.
- Enforcement of HR Policies and procedure at the field Office Level ensuring that each staff understands the expectation of the organization based on the prevailing policies
- Effectively implement the internal control by ensuring compliance to the organizational policies and guidelines and provide day-to-day advice to the management and teams, on HR policies and procedures in order to ensure consistency and understanding.
- Ensure that each and every staff of Johanniter at the field Office level has received, read and signed all the HR Policies and procedures which forms part of the staff contract and that copies of these signed policies and procedures are filled in the personnel file of each staff
- Maintain Personnel files and HR documentation at field Office Level ensuring that all personnel information is on file (signed contracts, staff and dependent(s) data, PHF (Personal History Form) and copy of all expatriate staff documents. Maintain HR database, and prepare regular (Monthly) staffing/HR reports.



- Ensure that Staff payslips are signed on a monthly basis and send copies of the signed pay slips to HR Officer in Juba
- Compile, manage and maintain an annual leave planner and tracker for all national staff at field Office Level and ensure all are filled in personnel files for future references
- To supervise the cook and cleaner of guest house and the cleaner in the office, making provision of items in both premises on a monthly basis and ensuring that the guesthouse is fully functional and clean throughout and all essential supplies are available in stock

Essential requirements:

- Bachelor's Degree in Human Resource Management or Business Administration or Diploma in Human resource Management or other related field.
- Minimum of **Three (3)** years of progressive experience in Human Resource Management and administration in an NGO setting Or possess **six (6)** Months of Internship Experience with an International NGO
- Professional in Excel, Words and computerised accounting.
- A Republic of **South Sudan national. Female Candidates are encouraged to apply**
- Fluency in English and Arabic. Knowledge of local languages will be an added advantage.

Skills:

- Knowledge of South Sudan labour and legal systems is essential.
- Honest and high value of integrity
- Ability to Multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative





This position is for: **SOUTH SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

How to apply: Interested applicants should submit their updated CVs with 3 references and a copy of their national ID, Experience certificates, and academic certificates to Johanniter's office of Human Resources Department in Wau and Juba office through e-mail hr.southsudan@thejohanniter.org not later than May 24th, 2019 at 5:00PM South Sudan time.

Or Hand delivered applications should be submitted to Johanniter's offices in the following locations; Wau office located in Daraja west at former GIZ office. While our office in Juba is located in Tongpiny near T.M Lion Hotel on Kololo Road, opposite Suk Wewe.

NOTE: Those that had applied in the first round need not to apply again for this position!

PLEASE DO NOT SUBMIT THE ORIGINAL COPIES OF YOUR DOCUMENTS.

However, only the short-listed candidates will be notified for the interview.

NB: Those who do not meet the Criteria of DEGREE OR DIPLOMA IN HUMAN RESOURCE Management or related field need not to apply

