



## VACANCY ANNOUNCEMENT

### 1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, RDRR, health, food security. Cordaid is active in five States in South Sudan.

**Position Title:** HR/Admin Assistant

**Duty Station:** Juba

**Report to:** HR Manager

### 2. Purpose of the position:

The HR/Administration Assistant will be responsible for providing support to the Country Director and HR Manager in Juba. The job will involve all aspects of HR such as, Advertising, Recruitments preparing invitation letter, leave tracking, filings, processing of work permits, entry permits, visa's, alien registration etc. This position demands excellent HR knowledge and strong organisational skills. The incumbent must have good management, interpersonal and organisational and ability to report accurately.

### 3. Key Responsibilities and Accountabilities:

1. Process work permits, Entry Permits, visitor's visas, Alien Registration, and Staff ID cards etc.
2. Maintain the HR and CD Department's filing system and ensure that all personnel files are up to date;
3. Provide feedback to the HR Manager on any staff issues which may arise;
4. Ensure all leave and R&R forms are signed off and filed;
5. Collect and file all the sent timesheets and work permits copies in the file;
6. Keep and disseminate minutes and action list from the Senior Management Team meetings;
7. Provide reports as required;
8. Maintain leave record for all staffs and update daily.
9. Track all new recruitments and ERFs.
10. In consultation with line managers, ensure that there is cover for staff going on leave
11. Keep hard and soft copies of all approved leave requests.
12. Any other duties as can be reasonably be asked from the position by the HR Manager/ Country Director.
13. Assist the HR Manager and HR Officer in the day to day running of the HR department;

**Requirements (Person Specification)**

1. A Bachelor's degree in Human Resource Management, Business Administration or in the Social Sciences
2. Previous experience working in in HR department of an INGO or Executive Assistant role will be an advantage.
3. Must be a South Sudanese with previous working experience in South Sudan
4. Staff management experience and good inter-personnel skills
5. Fluent in spoken and written English
6. IT literate. I.e. Work experience with Windows 8 and MS Office 2013 including Outlook and Excel.
7. Very enthusiastic and keen to work extra hours to achieve the organisational objectives Organisation.
- 1.

**4. Further information & how to apply**

Applications including a motivation letter together with a detailed CV in English, with the contact details of three professional references, including most recent employer / supervisor, should be submitted **before December 07 at 17:00 hrs GMT** via email [recruit.cordaid.ss@gmail.com](mailto:recruit.cordaid.ss@gmail.com) or you can hand deliver them to our office located behind the Equatoria/UAP Tower, just a few meters after the Strome Foundation.

Cordaid is an equal opportunities employer, and women are strongly encouraged to apply.  
*All applications submitted cannot be returned.* This position is only for South Sudanese citizen.

