



**Internews**  
Local voices. Global change.



## JOB ADVERTISEMENT

Position: Human Resources Support Officer  
Location: Juba  
Agency: Internews Network  
Date Advertised: March 16, 2018  
Closing date: April 16, 2018

Internews Networks is an International Non-Governmental Organization (INGO) whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect and the means to make their voices heard. Internews in South Sudan is a USAID supported project that delivers accurate, balanced news and information to the people of South Sudan through community radio stations.

The **Human Resource Support Officer** will work closely with colleagues based in South Sudan as well as with Internews HQ in the US. The person will be responsible for supporting and advising the country program on the various HR processes and systems. This includes employee orientation and induction, Performance Management, Compensation and Benefits and Employee Relations. This position is open only for South Sudanese nationals and female candidates are strongly encouraged to apply.

### **Responsibilities and tasks:**

- Assist in reviewing HR policies and procedures that are compliant with Internews standards and South Sudan local labor laws.
- Assist in organizing recruitment including placing advertisements, arranging interviews, staff inductions etc
- Ensure Internews adheres to government regulations on recruitment and labor relations.
- Ensure all staff understand, sign and adhere to Internews ethics policies.
- Help the Senior HR Officer in maintaining HR personnel file for all Internews staff both soft and hard copy.
- Maintain the tracking system for all types of leaves for all employees.
- Maintain up-to date staffing list by program and department.
- Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documentation, evaluations, exit interviews and other relevant information.
- Ensure that, all documents received from field locations are filed both electronically and hard copy
- Comply and promote all Internews policies.
- Collect timesheets, Monthly activity reports & preparation of monthly payroll and leave accrual.
- Liaise with Field Operation Officers and Team Leads on their cash balances
- Prepare and manage the requests for cash transfers to the field
- Ensure the coordination and delivery of cash from the transfer agents to the respective field locations
- Verify and document that all vendors (including consultants, subcontractors, and other vendors) have been vetted using the appropriate vetting links



- Manage and process immigration requests, including but not limited to, visas, entry permits, work permits, and alien registration, in a timely manner.
- Maintain good relations with Ministry staff at the RRC and Labour Departments
- Support the processing of Internews requests at the RRC.
- Helps in Photocopying & scanning all HR documents as required
- Any other duties as assigned.

### **Skills & experience**

- At least a University Degree in Human Resource Management, Business Administration or equivalent.
- Minimum of 2-3 years relevant human resources management experience in a Business or Humanitarian contexts.
- Planning, coordination, and reporting skills, with ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- In-depth knowledge of employee relations and ability to develop and maintain knowledge of South Sudan employment legislation
- Strong communication, people management and interpersonal skills in English
- Willingness to work and travel to often difficult and insecure environments.
- Comply with and promoting all Internews policies such as Whistle blowing, Fraud, and Health and Safety.
- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Basic financial skills, particularly in budgeting, Grants based Human Resources Management.
- Strong skills on Word, Excel, Power point. Preferably knowledge of an ERP system like Agresso
- South Sudanese nationality required.

### **How to Apply:**

1. Email your application to **job-southsudan@INTERNEWS.ORG** or submit a hardcopy to Internews Office:
  - a. Internews office is located on Hai Cinema Road in between Etihad motorways and Keren Restaurant. There is large grey wall with a Warrior and Internews sign in front. The exact address is Plot 49, Block A-XII, 2nd Class, Hai Cinema, Juba South Sudan.
2. Include an attachment of your Resume and CV with three professional Referees
3. Include an attachment of professional HR certifications
4. Remember to include a telephone number and email so we can contact you
5. Only shortlisted candidates can be contacted for interview

