



WCS South Sudan

A Wildlife Conservation Society Program

Plot 629 Block 3-K South Tomping

Juba, Republic of South Sudan

+211 926 793 163

Job Opportunity

The Wildlife Conservation Society (WCS) is an international non-governmental organization. WCS has MoUs with the Ministry of Wildlife Conservation and Tourism and the Presidency of the Republic of South Sudan to provide technical assistance for and to help build institutional capacity in wildlife protected area and natural resource management and conservation of biodiversity in South Sudan.

WCS is seeking qualified and motivated applicant for the below full time and Juba based position:

Human Resources and Administration Officer

Summary

The HR and Admin officer has a responsibility of providing an efficient and effective HR service to the WCS operation in South Sudan. The successful candidate will be responsible for supporting the full HR cycle, i.e. from recruitment to induction, staff contract, liaising with finance on payroll and other associated calculations, performance appraisals and disciplinary actions, as well as managing the HR files, plus provide additional HR, admin, and occasionally, financial tasks. The successful candidate will work closely with all WCS staff in Juba, and from the field sites.

Qualifications and Requirements

- Degree in Human Resources or Administration or related qualification
- Relevant experience with a recognized (I)NGO
- Ability to organize and prioritize workload independently, using initiative when appropriate
- Detail oriented
- Excellent command of English and Juba Arabic, both written and spoken
- Excellent computer skills, especially in MS Excel, MS Word, and MS Outlook
- Pleasant and polite attitude at all times
- Ability to reflect the professional standards of WCS
- Ability to act as part of multi-cultural and multi-disciplinary team
- Interest in and commitment to WCS' conservation mission and activities
- Enthusiastic to represent WCS to others

Interested candidates who meet the above qualifications, are invited to apply by sending an application letter and CV *by email* to:

Mrs. Juan Juliet James - jjuliet@wcs.org, with in CC jkilonzi@wcs.org and aschenk@wcs.org,

no later than 15 October 2018.

The application should include the names and valid contact information of three professional referees, and a gross salary expectation in US\$.



southsudancomms@wcs.org

www.wcs.org



www.twitter.com/wcssouthsudan



www.facebook.com/wcs.southsudan