

Job Purpose: responsibility for administrative tasks within the HR Department. Principally, high level filing and retrieval of documents (electronic and hard copy) and maintenance of the Department's tracking systems for visa, alien registration, contracts, recruitment, training etc....

I. Key Responsibilities

Administration

- Maintaining an effective, accurate, hard and soft HR filing system for all employee records and other HR filing as required.
- Support the general improvement of all HR data through proactive cleansing and maintenance of data, folders, file etc.. ensuring documents are filed correctly
- Ensure relevant HR database and tracking systems are up to date, accurate and comply with legislation and is in line with the Medair Document Retention Policy.
- Maintain records of the processes we own, such as visa and work permit management, recruitment management, staff list, etc.
- Ensure all files, electronic and hard copies are labelled appropriately

Recruitment

- Trace and appropriate file Job Descriptions ensuring every position in the Country Programme has an up to date JD
- Maintain recruitment tracking system

Support audit functions

- Play an important role in supporting any audit processes that might be called upon by Management as per donor's requests, by tracing and retrieving required documentation

Contract Management

- Maintain the contracts tracking system and notify Line Managers 2 months before expiry

Cover for colleagues

- While on leave or any other assignment at a delegated level

II. Person Specifications

Essential

- Diploma in HR Management, or Diploma in Office Management
- 1 years post-qualification experience in HR of office management, preferably in an NGO setting
- At least 6 months professional experience with similar responsibilities
- Excellent English (spoken and written)
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook

Desirable

- HR Degree, or Degree in Business Administration
- 3 years' experience working in a NGO Setting
- Good Arabic (spoken and written)
- Knowledge of database management software
- Web based communication and archiving e.g. WebEx, Box

Applications deadline: **10th December 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment@southsudan.medair.org