

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in grater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	HR & Administration Officer
Report to:	Finance, HR & Administration Manager
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	As soon as possible
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	29 th May 2017

Purpose of the post

- Under direct supervision of Finance, HR & Admin Manager, support from HR & Admin unit in country office and HR & Admin Assistant in Maban, the HR & Administration Officer has primary responsibility for providing an efficient and effective HR & Admin services to the DRC Maban operation.

Responsibilities and Tasks

- Responsible for full Recruitment cycle for National positions
- Implementation of HR & Admin Policies
- Maintaining and updating HR Database
- Monthly payroll cycle
- Assistance to Supervisor in disciplinary issues and conflict resolution
- Responsible of General upkeep of support services of offices and residential compound (Janitorial services, cooks and compound workers)
- Monthly HR & Admin Report



PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Proven experience for a minimum of 2 years in a similar role with an international NGO
- Intermediary working knowledge of MS office tools (MS Word, Excel, Outlook)
- Knowledge of South Sudan Labour Laws, Acts and practices
- A degree in HR, Administration, Management or similar discipline. Substantial and relevant experience in lieu of qualifications will be considered
- English (Professional Working Proficiency)
- Arabic (Professional Working Proficiency)
- Local language – Maban (Limited Working Proficiency)

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org copying financemanager.mab@drc-ssudan.org OR

Submit your hard copy application to the Human Resource department to the attention of Finance, HR & Admin Manager DRC-DDG Office in Maban

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudangoforum.org/boards/index.php?board> for other suitable opportunities.

