



## **HUMAN RESOURCES AND ADMINISTRATION OFFICER**

**NUMBER: CINA/HRA/17010/G.4B**

**Location :** Bor, South Sudan  
**Application Deadline :** 18-10-2017  
**Type of Contract :** Service Contract  
**Post Level :** SC-4B  
**Reporting to :** HR and Operations Manager  
**Starting Date :** (date when the selected candidate is expected to start) 1-November 2017  
**Duration of Initial Contract :** 3 months

### **Background**

Community in Need Aid (CINA) is a national registered NGO working in South Sudan, based in Juba. CINA has been working in Jonglei State Counties of Bor, Twic East and Duk since 2011 to date and in Lakes, Kapoeta States (Awerial County) since 2015 to date. CINA is currently implementing an Integrated Child Protection Programme, including provision of Family Tracing and Reunification, Psychosocial Support, Monitoring and Reporting Mechanisms, Case Management and Mine Risk Education Services and general child protection in emergencies intervention for children, adolescents and families affected by conflict in the *current* Jonglei, Eastern Lakes and Jubek States. To effectively achieve the Programme objectives, CINA is therefore, seeking for a qualified candidate to fill the position of Human Resources and Administration Officer to be based in Bor.

### **The Scope**

The Human Resources and Administration Officer provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the Board. The position coordinates the staff recruitment process. The Human Resource and Administration Officer provides advice and support to supervisors and staff selection committees and ensures that they have accurate and timely information in order to make effective decisions.



## Primary Responsibilities and Duties

### *Human Resources Management*

- Ensure that accurate job descriptions are in place.
- Identify training and development opportunities.
- Organize staff training sessions, workshops and activities.
- Process employee requests for outside training while complying with policies and procedures.
- Provide basic counselling to staff that have performance related obstacles.
- Provide staff orientations.
- Monitor daily attendance, investigate and understand causes for staff absences, recommend solutions to resolve chronic attendance difficulties and provide basic counselling to staff who have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
- Inform affected staff or residents of unexpected absences from work and coordinate actions ensuring the continuity of services such as cancellation of events and locating keys.
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews, participate in applicant interviews
- Conduct reference checks on possible candidates.
- Assist to prepare, develop and implement procedures and policies on staff recruitment
- Inform unsuccessful applicants
- Conduct exit interviews
- Assists in developing and implementing a human resources plan and personnel management policies and procedures
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Explain and provisions of the personnel policy.
- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangements.
- Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns.
- Perform other related duties as required

### *Administration*

- To provide day-to-day administrative support to the Child Protection Manager, including minute taking, report writing, travel arrangements
- Fill in and share the overall staff pick and drop tracking sheet
- Booking of flights
- Preparation of monthly operations budget for all the field locations
- Transportation of items from and to the field



- Management of the assets, such as cars, computers etc
- Oversee renovation of offices
- Any other role that will be assigned

#### Other Areas

#### Education Qualifications.

Bachelor Degree or Post Graduate Diploma in Human Resources Management, Public Administration, Social Works, or related Disciplines

#### Skills

- Strong facilitation skills
- Strong social and communication skills both verbal and written
- Strong in decision-making skills (in tactical project issues).
- Strong planning and implementation skills, and is able to analyze and come up with suitable and sustainable community driven solutions
- Excellent writing and reporting skills
- Fluent English both spoken and written
- Strong Community mobilization skills
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#### Competencies:

- Good planning and implementation ability.
- Good understanding of broader Human Resources Administration
- Ability to network, lobby and advocate on behalf of CINA.
- Knowledgeable in context and culture of South Sudan
- Knowledge of local Languages in Jonglei will be an added advantage
- Knowledge of claims processing techniques and budgetary practices and controls
- Experience preparing spreadsheets and a risk management information system.
- Stress management skills
- Interviewing skills
- Time management skills

#### **How to Apply:**

Please send your application and CV with accompanying documents of credentials to the office of HR & Operations Manager CINA, South Sudan in Juba, Atlabara 21<sup>st</sup> Street, or to CINA Bor Office located at Block 1, Kampala road, Bor town, or electronically to [cinahr2017@gmail.com](mailto:cinahr2017@gmail.com) and cc: [machuorcina@gmail.com](mailto:machuorcina@gmail.com), by October 18, 2017 at 5:00 pm promptly.

**Female candidates are strongly encouraged to apply.**

**Important:** CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to Child Protection Policy upon taking their job offers.

