



**Community Empowerment for
Progress Organization
CEPO
(Human Resource Department)**

Women Union Building
Hai. Neem-Juba
E-mail: ceposouthsudan@gmail.com
Mob. 0920079702

Date:



1. EXTERNAL JOB OPENING.

Job Title	Human Resource Assistant
Location	Head office- Juba.
Tenure	One year – renewable.
Closing date for applications	Friday 29th June. 2018
Starting date	Immediate

2. Primary Role:

The Human Resource Assistant works under the general guidance of the Human Resource Officer of Community Empowerments for Progress Organization -CEPO. The HR Assistant will Support human resources processes in CEPO's support and programme by administering file management systems; scheduling appointments of new staff/visitors if any; conducting orientation; maintaining records and information.

3. Core Duties & Responsibilities:

The incumbent shall:

1. Substantiates new staff' skills by administering and scoring tests.
2. Supports Scheduling of examinations by coordinating appointments.
3. Welcomes new employees to the organization by conducting orientation.
4. Provides payroll information by collecting, filing, time and attendance records.
5. Submits employee data reports by assembling, preparing, and analyzing data.
6. Maintains employee information by entering and updating employment and status change data.
7. Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
8. Maintains employee confidence and protects operations by keeping human resource information confidential.
9. Maintains quality service by following project/organization standards.
10. Maintains technical knowledge by attending educational workshops; reviewing publications.
11. Contributes to team effort by accomplishing related results as needed.
12. Any other assignment deemed contributing to the success of the project

4. Required Knowledge and Experience:

- a. Degree/Diploma holder in HR management field;
- b. minimum 2 years of progressive experience executing HR functions;
- c. excellent computer skills are required;
- d. must be an independent thinker and have strong organizational skills;



- e. excellent communication skills;
- f. staff management skills is a requirement;
- g. Fluency in English and Arabic (written and spoken) is a strong added advantage.

5. Required Success factors:

- High degree of initiative and self-motivation
- Attention to detail and strong organizational skills
- Representation and negotiation skills
- High sense of integrity
- Ability to communicate policy to staff and represent MCS management

Interested applicants should send in their applications with all relevant documents to ceposouthsudan@gmail.com and a copy to mori.misak@yahoo.com or Deliver hard copy to CEPO's national office just behind the Equatoria Tower building in Hai Neem

Addressed to

The Human Resource manager-CEPO.

Closing date for submission of applications is Friday 29th June. 2018.

Only shortlisted applicants will be contacted.

This position is open to South SUDANESE NATIONALS ONLY and

Female candidates are highly encouraged to apply

