

Vacancy notice

Advert opens 3rd April 2018



Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to recruit an **Human Resources and Payroll Officer** as detailed below,

Position Title **Human Resources and Payroll Officer**

Duty station **Juba**

Report to lines

The Human Resources and Payroll Officer reports to the Human Resources and Administration Manager.

Purpose of the position

The Human Resources and Payroll Officer takes the lead in preparing the monthly payroll and serves as the principal assistant to the HR and Administration Manager.

Payroll Administration

1. Take the lead in preparing the monthly payroll, ensuring accuracy, and that all statutory deductions e.g. PIT, Social Insurance are deducted, and that payment is effected by the 25th day of each month
2. Process and remit PIT payments timely as per Juba and different state level requirements. Maintain the remittance records and follow on the renewal of a valid tax certificate
3. Process approved salary advance for staff
4. Ensure that salary advances, loans and outstanding work advances beyond 30 days are deducted from individual staff salary
5. Ensure that every staff receives a payslip by the 5th day for the succeeding month
6. Ensure that all staff costs are allocated to designated projects, coded correctly, and accounted for.
7. Reconcile and update payroll budget codes and staff percentage distribution monthly.
8. In liaison with the Accountant, ensure that all staff costs are appropriately uploaded into the AX
9. Track and file monthly time sheets for every staff.
10. Track and file the Key Performance Indicator and performance management reports of all staff
11. Process leave and R&R applications and ensure that accurate data is stored



12. Manage the administration of the medical and group life insurance cover by registering and de-registering new staff and ex-staff respectively on the medical insurance and group life cover and continuously review and update the staff validity list and the processing the premium payment.
13. Manage and maintain the medical insurance cover – medical cards. Ensure to retrieve the medical cover cards when staff leave the organisation and update the records.
14. Ensure to attend, facilitate and address all enquiries and queries regarding staff access to medical/group life services and claims.
15. Manage the administration and payment of the National Social Insurance Fund and Gratuity. Ensure all terminal benefits are calculated and paid within the stipulated time.

Human resources responsibilities and accountability

1. Assist the HR and Administration Manager in staff recruitment.
2. Develop and implement plans, including timetables, for contract reviews, performance management reviews and terminations and ensure all documentation to support the payroll management is in place.
3. Ensure timely notice is given to staff on end of contract of employment, discuss and guide the staff on the exit, handover and assets/finance clearance procedures. Ensure to follow-up on completeness and accuracy on information submitted.
4. Review minutes submitted from the field and identify human resources/staff welfare related issues and concerns and address them by following-up and giving feedback.
5. Assist in drafting and in the preparation of the written responses to queries concerning human resources related matters and drafting information circulars for staff updates

Administrative responsibilities and accountability

1. Compile data from different sources and submit the statistics to the Human Resources and Administration Manager for use in planning and drafting of reports for human resources.
2. Assist the HR and Administration Manager the registration of Cordaid with RRC.
3. Ensure to keep abreast and to inform the HR and Administration Manager of reviews and amendments in the Taxation Act, Finance and Economic Act and the South Sudan Labour Act.
4. Assist in the day to day departmental records management includes updating of (hardcopies and digital) files, archiving and retrieval of documents as per the Cordaid standards.
5. Ensure that the human resources processes and documentation meet the audit and donor requirements.
6. Attend to other duties as directed by the HR and Administration Manager.

Qualification requirements

1. Degree in Finance, Business Administration or Taxation
2. A Diploma Human Resource Management will be an added advantage
3. At least 3 years' experience in payroll management.
4. Demonstrated knowledge of South Sudan labour law and experience administering of statutory payroll requirement
5. Proficient in working with micro-soft packages such as word and excel and has experience working on and with payroll systems/packages.
6. Good relations maintenance and with good inter-personnel skills
7. Ability to multitask and work under pressure
8. Must have good judgemental skills and ability to report accurately.
9. A proactive person is required with analytical skills and problem solving approach.
10. Fluent in spoken and written English and Arabic language





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Further information and how to apply

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Applications can also be hand delivered to our Juba Office; located behind the Equatorial/UAP Tower. Just a few meters after Strome Foundation to the attention of the Human Resources and Administration Manager – Cordaid.

Put the reference number only in the subject line. **CSS17/03/18 Human Resources and Payroll Officer - Juba**

Deadline for submission is by the **23rd April 2018**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.





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