



HR and Admin Officer - Position is open to South Sudanese nationals only.

Finn Church Aid (FCA) is seeking an experienced Human Resources and Admin Officer who will be responsible for the effective functioning of the FCA South Sudan HR Admin department by taking responsibility for the tasks associated with all department processes including recruitment and deployment, Health, contract management and welfare.

Specific responsibilities will include, coordinating staff health, welfare and deployments, arranging travel, visa and induction. The duty station will be Juba.

Principal responsibilities:

Human Resources

- Work with the Admin and Finance Coordinator to ensure that recruitment is effectively planned.
- Supervise all tasks associated with the recruitment and selection process, including staff interview and selection using FCA recruitment forms and procedures as outlined in the FCA South Sudan HR Policy Manual.
- Maintain and update national staff contracts and inform the Finance and Admin Coordinator/ Country Director one month before the end of any contract.
- Ensure that HR files, databases, systems and records are maintained accurately and are up-to-date.
- Ensure that the HR system remains accurate and up-to-date to ensure management information is available as needed.
- Prepare appointment letters, staff contracts, review contracts and monitor contract expiry dates.
- Ensure that all relevant staff in the field are applying the correct procedures and recording all data for leave days, disciplinary correspondence.
- Provide advice to managers and staff on implementing FCA South Sudan's terms and conditions.
- Under the guidance of the Admin and Finance Coordinator, provide advice and guidance and ensure that policies and procedures are followed
- Monitor national staff Leaves.

Administration

- Liaise with various Government departments to Keep Track of Permits required for FCA Operations;
- Ensure the timely processing of visa's, entry permits, passport registration and work permits for international staff
- Facilitate both Regional office and HQ Staff Travel to SSUCO
- Manage inventory of office supplies and other and establish a monthly report;



- Process staff ID Cards and ensure that all staff have valid ID cards
- Assist in the day to day office administration and supportive roles
- Any other duties agreed with the supervisor

All FCA staff are expected to undertake the following general duties and responsibilities:

- Work within the framework of FCA's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all FCA policies and procedures and keep informed of FCA activities

Competence and personal requirements:

- A University degree in Human Resource Management, or related field
- Minimum 3 years demonstrated experience in a busy NGO, in the fields of HR management.
- Good organizational and coordination skills
- Familiarity with South Sudan labor laws and the related Government departments
- Good command of spoken and written English
- Good computer skills
- Motivated, flexible and innovative team player with excellent communication skills
- Willingness to travel extensively in remote areas when required.

A one year fixed term contract, with a three-month probation period, will be offered to the successful candidate, subject to renewal based on performance and funding. The HR and Admin Officer will be part of the FCA Administrations team and will be supervised by the Admin and Finance Coordinator. The compensation will be based on FCA Salary System and previous work experience.

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and email addresses of references and copies of national ID cards by **Wednesday 2nd of March 2017 16:00 PM** to Admin.Ssuko@kua.fi or submit hard copies marked "Human Resources and Admin Officer" to Finn Church Aid Offices in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo, after Liaison Court Apartment Building.).

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants.

