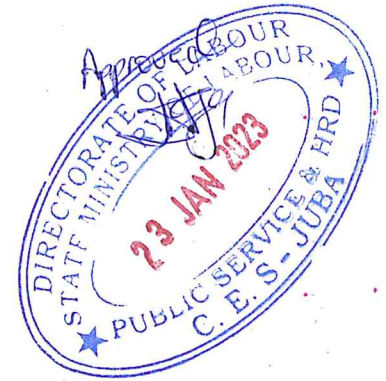


INTERNSHIP ANNOUNCEMENT**Shejeh Salam Activity****SCOPE OF WORK**

TITLE:	Human Resource Intern
ELIGIBILITY:	Open to South Sudan Nationals only
DURATION OF CONTRACT:	3 Months, renewable
LOCATION:	Juba, CES
SUPERVISOR:	Human Resource Director



Are you a fresh female graduate passionate to learn and develop your professional career in Human Resources field? Join our motivated and talented Shejeh Salam team as Human Resource Intern. This is a great opportunity for female graduates **ONLY** to advance their career and be a part of a dedicated and dynamic team implementing meaningful activities around South Sudan.

Activity / Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan that is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam Activity currently programs in Juba, as well the USAID's priority States of Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria, although geographic focus may shift.

Position Summary:

The Human Resources Intern is responsible for supporting the HR & Admin Director and HR and Admin Officer in establishing and maintaining the project's Human Resources (HR) systems and records, according to DT Global and US Government rules and regulations. Furthermore, the HR Intern will coordinate with other departments and ensure a smooth information flow for incoming correspondence including letters, official circulars, and other external communications.

Duties and Responsibilities:

- **Administrative support:** Providing administration support for the HR office; coordinating with other departments and ensure information flow with regards to incoming letters, official circulars, and other external communications.
- **Recruitment:** Post and track all applications, including printing all the electronic copies. File all received applications in both hard and soft copy formats.
- **Staff Performance Appraisals:** File and help track all staff performance appraisal forms in employees' respective files.
- **Timesheets:** File copies of all staff timesheets received from the employees for future tracking.

- **Staff Leave:** Maintain and update monthly the leave records for all national staff. Organize and file paper and soft copies of all approved leave requests.
- **Personnel files:** Support the HR & Admin Officer and HR & Admin Director in maintaining accurate and complete personnel files.

Education and certifications:

- A fresh graduate with Diploma or Bachelor | degree in Human Resource Management or similar field under Business Administration, with no prior professional experience.

Key Position Competencies and Experience:

- Should have graduated within last 3 years (2019, 2021 and 2022) with no previous professional experience.
- Must be a female, applications from males will not be accepted.
- Knowledge of South Sudan Labour Laws and other related statutory laws applicable to human resource functions.
- Flexible and willing to learn and contribute to Human Resources development.
- Fluent in spoken and written English. Knowledge of Arabic would be a plus.
- Proficient in Microsoft Office.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as one single document to:
shejehsalam-administration@dt-global.com.

Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including email and phone numbers for those referees; DO NOT submit any other recruitment documents at this time. In the email subject line, include the title and location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Monday, February 6, 2023, at 04:00 PM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

