



COALITION FOR HUMANITY

Improving Community Resilience



Location:

Juba, Gudele 1, Block IV, Plot No. 1784,
off-Gudele Road, along 7 Eleven
Supermarket Road, next to Big Ben
Primary School

VACCANCY ANNOUCEMENT FOR THE POSITION OF HUMAN RESOURCE ASSISTANT

About Coalition for Humanity.

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County. Coalition for Humanity seeks to recruit the below position;

Position Description.

Job title: Human Resource Assistant

Job Location: Juba

Reports to: Human Resource & Administration Manager

Job Summary

The **Human Resources (HR) Assistant** will support the HR department by managing daily administrative/operational and HR tasks. This role involves assisting with recruitment processes, onboarding new employees, maintaining employee records, and processing documentation related to HR policies. The HR Assistant also helps in organizing training sessions, tracking employee attendance, handling inquiries on HR issues, and ensuring compliance with labor laws. Strong organizational skills, attention to detail, and the ability to maintain confidentiality are essential for this role. This position serves as a bridge between employees and management, contributing to a smooth and efficient HR operation.

Key Responsibilities

- Assist in drafting job advertisements and posting them on various platforms.
- Screen resumes, shortlist candidates, and coordinate interview schedules.
- Communicate with candidates throughout the recruitment process and provide



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- feedback where necessary.
- Help with new employee onboarding, including preparing induction materials and coordinating orientation sessions.
 - Maintain and update employee records, including personal details, contracts, and performance reviews.
 - Ensure accurate tracking of employee attendance, leave, and timesheets.
 - Maintain confidential HR files and databases, ensuring compliance with legal and company policies.
 - Prepare HR-related documents, such as employment contracts, offer letters, and promotion/termination notices.
 - Assist with the preparation and distribution of HR-related communications, such as memos and policy updates.
 - Assist in organizing training sessions and development workshops for employees.
 - Keep records of employee participation in training programs and help in evaluating their effectiveness.
 - Handle employee queries regarding HR policies, benefits, and procedures, and escalate issues when necessary.
 - Support the HR Manager in addressing employee grievances and resolving workplace conflicts.
 - Ensure compliance with local labor laws and company policies.
 - Assist in preparing HR reports and analysis, such as headcount, turnover, and performance metrics.
 - Support audits by providing documentation and ensuring HR records are up to date.
 - Assist in the implementation of HR initiatives and projects.
 - Compiling and updating employee records (hard and soft copies)
 - Provide clerical and administrative support to Human Resources department
 - Perform other HR-related tasks as assigned by the HR Manager



Person specification

a) Education and Experience.

- Bachelor's degree in Human Resource Management.
- **Continuous Learning:** Familiarity with HR trends, labor laws, and professional development courses to stay updated on industry changes.
- 1-2 years of experience in a human resources role.

c). Core competencies

- Strong verbal and written communication for interacting with employees, management, and job candidates
- Ability to manage multiple tasks, maintain accurate records, and ensure that HR processes are completed efficiently
- Attention to Detail. Ensuring accuracy in maintaining employee records, preparing documentation, and processing sensitive information
- Confidentiality. Protecting sensitive employee and company information with a high level of discretion
- Knowledge of Labor Laws. Basic understanding of employment laws, regulations, and company policies to ensure compliance.
- Time Management. Ability to prioritize tasks and meet deadlines in a fast-paced HR environment.



- Interpersonal Skills. Strong people skills to manage employee inquiries and assist with onboarding, training, and other HR processes.
- Problem-Solving. Resolving employee issues and assisting in the resolution of HR-related problems effectively.
- Technical Proficiency: Familiarity with HR software (like HRIS systems), Microsoft Office (Word, Excel), and other administrative tools.
- Adaptability. Flexibility to handle shifting priorities and changes in HR practices or employee needs.

Coalition for Humanity has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Disclaimer: The above job description and job specification are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Interested Applicants are invited to submit their Application letter and latest CV including three referees, Nationality ID and Academic documents/ testimonials in one PDF file via email to jobs@ch-int.org or hand deliver hardcopies to Head office in juba. Clearly indicate the position you applying for in the email Subject. The Deadline for application is 25th October 2024.

