



ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

**Vacancy Advertisement  
ICRC – South Sudan**

50-H-3  
Approved by  
MOL RSS  
Amudayo  
9/3/2021



**FUNCTION:** Human Resources Assistant (5 Positions)

**PLACE OF EMPLOYMENT:** JUBA, RUMBEK, WAU, MALAKAL, BENTIU AND EQUATORIA SUB-DELEGATIONS

**PURPOSE**

In close coordination with the respective HR Representative, the HR Assistant shall be responsible for executing day-to-day HR administrative services. The HR Assistant provides end-to-end quality HR services while at the same time ensuring alignment with the ICRC policies and the applicable laws of the country.

**FUNCTION DESCRIPTION**

- Provides general secretarial and administrative support (updating staff files and contracts, handling correspondence, registration and filing, etc.).
- Provides administrative follow-up for recruitment and training activities.
- Ensures that information on HR issues under their responsibility is shared within the rest of the delegation (or mission, etc.).
- Keeps records (e.g. absences) and ensures that HR data is of good quality and kept up to date, particularly regarding salary.
- Carries out procedures related to local HR practice, taxes and social security.
- May assist local or regional learning and development staff with administrative work.

**Education/Professional Experience Required:**

- A diploma or equivalent degree in Human Resources, Secretariat, Office or Commercial Management or equivalent.
- 2-3 years' experience in human resources, administration, office or service management, client or public relations, or in a field related to the work of the department
- Conversational in English and Arabic
- Intermediate computer knowledge
- Skilled in the following competencies: Adapting & Learning; Team Work; Planning, Organization & Assessment; Communication (Ability to express views and ideas); Representing the ICRC

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

**HOW TO APPLY**

Interested candidates should submit their application in English, to ICRC offices in **Juba, Malakal, Bentiu, Yei, Bor, Rumbek and Wau** or by email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org) until **Monday, 29<sup>th</sup> March 2021** to the **HR Manager**.

1. Motivation letter setting out why you are the most suitable candidate for this role.
2. CV, copies of certificates and nationality ID. **Please clearly mark the position title and the location in the subject title of your email.**

**\*\*Equally qualified women and People with Disability (PwD) are strongly encouraged to apply. We have multiple positions, local candidates from the same location will be preferred**

**Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned**

