

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY

HUMAN RESOURCE AND ADMINISTRATION ASSISTANT

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Hr/Admin Assistant** to be based in Juba, South Sudan

Reports to: Food Security and Livelihood (FSL) Manager

Liaises with: Logistics, Finance and Programmes Departments

Duty Station: Juba, (with Possibility of travel to the field).

Summary of the role:

The main purpose of this position is to support the management and implementation of project activities with particular emphasis on HR processes and staff adherence to in AAHI policies governing employment. The Key Result areas include;

- Policy enforcement on Code of conduct, Performance, PSEA, Fraud deterrence and disciplinary handling
- Recruitment and Payroll process management.
- Personnel Contract records and leave management using HRIS (ERP Navision software)

KEY RESPONSIBILITIES AND DUTIES.

HR Function Tasks:

- Assists and provides day-to-day advice to teams on the implementation of HR policies and procedures to ensure compliance and consistency.
- Assists and provide employees with medical insurance information, and details when required.
- Assisting in organizing the recruitment processes including, posting job openings placing posts, dealing with responses and correspondences, screening resumes; scheduling interviews, and arranging for the interview in the premises.



- Promptly takes up reference checks, initiates pre-employment medical processes, obtains results and advises the respective managers.
- Routinely monitor contracts and keeps management informed of renewal dates in staff contracts e.g. end of contract dates, probation & review dates, etc.).
- Assists in the management of staff attendance, leaves and vacations, and any other attendance related issues.
- Ensures that all documentation kept in personal files (paper and electronically) is maintained and archived in a consistent manner.
- Assists and ensures that separation processes are done for staff leaving the organization (exit documents, exit interviews, etc.); and that all assets and/or documents are retrieved, and personal files closed.
- Co-ordinates and assists in monitoring completion of performance reviews, performance objectives and personal development plans, and ensures that the necessary data relating to these processes is available and submitted.
- Undertaking any other task as directed by supervisor or the HR and Admin Manager.

Administrative Tasks:

- Provide administrative support to the project team as necessary.
- Manages the project HR/Admin enquiries and requests, and urgently providing the required support.
- Organizing and maintaining daily agenda and routine HR/Admin activities
- Prepare for and attend Project team meetings, HR team meetings, and other meetings as needed to take notes and respond to concerns or provide information.
- Ensure that official documents and records are established and maintained in appropriate files.
- Manage and deliver on planned department tasks
- Take on other activities as assigned by HR & Admin Manager project team leader.



Coordination:

- Establish and ensure good working relations and coordination project staff and leaders
- Ensure effective and timely communication on HR /administrative related matters arising in the project setting.
- As representative of the HR/Admin department, work in liaison with the Area Coordinator, or project team leader and local authorities to enhance business partnership.

Reporting:

- Share with the HR Manager periodic HR Data and analysis to support Monthly Analytics against work plans.
- Ensure timely submission of requested data, documents and reports upon the request of HR/Admin Manager or team leader.
- Ensure immediately and or regular updating of HRIS (ERP) on required staff information.
- Inform management of any facts that can have serious impact on the project activities.

Expected Outcomes

- Management of the Project staff records and Administrative materials
- Project Staff are performing and acting in compliance with AAHI Internal HR Manual and related policy guidelines.



- Utilizing standardized HR monitoring tools and systems (forms, templates etc.) to ensure operations are smooth.
- Regularly sharing information according to standard reporting formats.

Qualifications

- Bachelor's degree in Business Administration, HR Management, Social Science or any related field.
- 3 - 4 years of Experience in HR Function specifically working with credible institutions (Government, NGOs and Private companies).
- Experience in employment legislation and HR best practices on managing recruitment personnel files and records management.
- Adequate working knowledge of processes e.g. Payroll, benefits management and disciplinary handling.
- Strong computer skills including ability to work with Microsoft office applications.
- Experience or working knowledge of HR Information Systems e.g. HRIS, ERP, Taleo, Oracle, or any there software for personnel management.
- Experience in process HR information or reports using spread-sheets, MS word, databases, and job-related software.

Skills & Competences

- Good Organizational and Administrative skills
- Strong interpersonal skills and the ability to communicate clearly both verbally and in writing, using emails and job-related software.
- Ability to handle stress and remain motivate to provide service in demanding environment.

Application Instructions

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should address their application letters to the HR Manager AAHI South Sudan**

- ✓ Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Juba**

- ✓ **Deadline:** All applications must be submitted latest by **6th September, 2022 COB (4.00PM)**.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

