




External / Internal Advert

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Approved by
MOK
23/01/26
23 JAN 2026
MOK



Oxfam House
Kees Road, Off Airport Road.
P.O BOX 239,

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

Position: Human Resources Assistant.
Location: Juba- South Sudan
Grade & Level: EZ1
Contract Type: Fixed Term
Number of post: 01

Skills and Responsibility

Recruitment and Onboarding

- Provide administrative support to recruiting managers, including compiling hand-delivered applications and coordinating with recruitment teams on longlist and shortlist trackers.
- Work closely with HR Officers and line managers to organize and schedule interviews.
- Ensure proper filing of recruitment documentation upon completion of recruitment processes.



- Support the onboarding of new employees.
- Coordinate and schedule induction sessions for new joiners, ensuring they are conducted in a timely manner.
- Ensure induction checklists are completed, signed, and accurately filed in personnel files.
- Work closely with the HR Officer to ensure all new staff receive Oxfam ID cards on their first day of work and maintain the ID card inventory.

HR Files and Archives

- Ensure timely, accurate, and complete filing of documents in staff personnel files in line with HR requirements.
- Maintain all other HR files and archives to a high standard, ensuring confidentiality and accessibility.

OXFAM Medical Plan Administration

- Verify the accuracy of staff medical payments before submission to the HR Manager for final approval.
- Process medical expense claims, refer any discrepancies or anomalies to the HR Officer, and ensure timely payment to medical service providers.
- Assist the HR Officer with data entry of medical claims into the GOLD system.
- Monitor individual medical claim expenditures and notify the HR Officer when staff approach or reach their maximum medical limits.

Leave Administration (Leave/R&R/TOIL/Absence from work due to illness and other leave)

- Manage national and international staff leave tracking systems for Juba, ensuring records are accurate and up to date.
- Ensure leave forms are completed, approved, and filed in a timely and accurate manner.

Performance Management

- Ensure timely and accurate filing of staff objectives, performance reviews, development plans, and performance improvement plans where required.



- Support the HR Officer in collecting performance objectives and reviews and sharing performance reports with the Country HR Team as needed.
- Assist in collecting and analysing performance data to identify trends and share findings with the Senior HR Officer.
- Support the resolution of performance-related issues and implementation of improvement plans upon request.
- Maintain strict confidentiality and compliance with internal HR policies and donor standards.

Casual Labour Contracting

- Manage the processing of casual labour contracts.

Ensure all required documentation is correctly completed and filed by Programme Staff in

General Support

- Support the preparation of HR correspondence, including letters, contracts, and contract amendments as required. compliance with Oxfam GB policies.

ESSENTIAL

- Self-Awareness
- Humility
- Listening
- Influencing
- Relationship building

In addition:

- Bachelor's degree in human resources, Business Administration, or a related field.
- At least 2 years of experience in HR or related field. This experience should include HR related roles within the preferably humanitarian or development sector, at either national or international levels.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Understanding of and experience with the complexities of working in a multicultural environment
- Flexibility , adaptability and ability to plan, organize and prioritize work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of strategic priorities.
- Proficiency in English language

Good computer skills, including MS Office Suite (Word, Excel, PowerPoint) and HRIS.



Deadline for submission of applications is 12th February 2026. Interested Applicants should send soft copies of their CVs and Cover letters and copies of academic certificates responding to Hrsouthsudan@oxfam.org.uk the **Required Technical Skills, Experience & Knowledge to our And Hard Copies to Oxfam Office Juba External Oxfam Link on <https://jobs.oxfam.org.uk/jobs/vacancy/24340/description>**

And to our Internal Oxfam Link

on <https://jobs.oxfam.org.uk/internal/vacancy/24340/description>

