OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**HUMAN RESOURCE INTERN**

Reporting to **HR Officer**

Internal Job Grade

Contract type **Fixed term contract**

Location **Juba, South Sudan**

Staff reporting to this post

Budget responsibility

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**TEAM PURPOSE:**

To provide effective remote HR support to the programme, and coordination unit departments

**Job Purpose**

To provide functional and/or technical support and implement operational plans to enhance the organisation’s performance through our people.

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| **DIMENSIONS:**   * Providing support and information on areas of work covered in their remit. * Implements departmental plans to agreed standards. * Assists with the development of solutions to problems and responds to routine problems. * Responds to and uses information received in a variety of formats from different sources. * Some flexibility to anticipate and resolve challenges within departmental parameters in own work area. * Day to day planning in line with departmental/divisional priorities. * Communicates both internally and externally to give and receive information. * Draw from a number of information sources to inform individual and group decisions. * Solves basic problems, which have some variety, and takes decisions based on a number of possible options. * Communicates widely within the department, with some Oxfam contacts and/or wider external contacts. |
| **KEY RESPONSIBILITIES**:   1. Support the recruitment processes including, ensuring prompt long listing and short-listing by ensuring applications for positions are placed in the right folders, downloading CV’s from E-Arcu, preparing interview packs, contacting candidates, and writing regret letters. 2. Ensure that all HR documentation kept in personal files (paper and electronic) is maintained and archived in a consistent manner in line with minimum standards and data protection regulations. 3. Maintains an up-to-date and accurate staff database in GOLD. 4. Support in managing the medical scheme by ensuring medical invoices are captured in GOLD and submit payment to Finance each month 5. Assist with medical reconciliation. |
| **SKILLS AND COMPETENCIES:**   * Diploma in HR or Business Administration or at least one year experience in HR/Office administration. * Good knowledge of management of communication systems and office management. * Good organization skills. * Able to work under pressure and in insecure areas. * **Strong computer skills** including ability to work with windows competently, including e-mail operation. * Good communication skills, both oral and written. * Patient, pleasant and courteous personality * Ability to prioritize work according to importance and deadline; meeting conflicting work demands, and seek help where required. * Possess initiative, patience, tact, and able to work with minimum supervision * Manages own time and deals with some conflicting priorities without upward referral. * Demonstrates adaptability and flexibility in all aspects of working. * Influences decision-making on specific issues relating to routine projects and tasks. * Ability to work effectively in a team and support others in their work. * Makes decisions on routine matters without close supervision. * Takes responsibility for expanding own knowledge. * The willingness to learn and ability to take up a career in people management. |
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