



Approved
SOH-3
MOL
S/inspector
4/3/2025



Munuki Block A1, Plot No. 48
3rd Class Residential Area
Off Bilpham Road
Juba, South Sudan

www.cina-southsudan.org

HUMAN RESOURCES AND ADMINISTRATION ASSISTANT

NUMBER: CINA/HR/170524/G.2B

Location :	Juba, South Sudan
Application Deadline :	21 st March, 2025
Type of Contract :	Service Contract
Post Level :	G.2B
Reporting to :	Human Resource Officer
Starting Date :	Immediately
Duration of Initial Contract :	6 months

Background

Community in Need Aid (CINA) is a non-governmental, non-profit making humanitarian and development organization formed in 2010 operating in South Sudan. CINA South Sudan is mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters and the organization is committed to attaining sustainable socio-economic development founded on community ownership, peaceful co-existence in diversity, improved quality of life, and self-reliance. CINA has been working in Jonglei, Lakes, Central Equatoria, Eastern Equatoria, Western Equatoria and Western Bahr el Ghazal and Upper Nile States of South Sudan since 2011 to date. To effectively achieve the Programme objectives, CINA is therefore, seeking for a qualified candidate to fill the position of Human Resources and Administration Assistant to be based in Juba Country Office.

The Scope



The Human Resources and Administration Assistant provides advice and assistance to Officer, supervisors and staff. This may include information on training needs and opportunities, job description, file management and administrative roles

Primary Responsibilities and Duties

Human Resources Management

1. Promotes a professional, positive, and supportive work environment. Maintains safety at work place by ensuring all CINA's offices meet required security standards for the safety of staff and assets. Provide security briefing/update to staff on daily basis. Attends relevant security and safety meetings/briefs and updates the management where necessary.
2. Assists to maintain and update the Personnel/HR Manual as may be needed. Explains the provisions of the Personnel Policy and other related policies to the staff.
3. Assist in recruitment and onboarding process
4. Follow up on the staff reporting from leave as per the leave requests.
5. Receives medical documents from field location and follow up on medical claim
6. Providing clerical work, coordinate training sessions and workshops
7. Conducts orientation sessions for new employees.
8. Maintains complete personnel files and required employment documentation for all employees in compliance with recommended record keeping practices and HR policy.
9. Generates various routine and/or ad hoc reports for the Administrative Manager and senior management for oversight or internal control.
10. Monitors daily attendance, investigate and understand causes for staff absences, recommend solutions to resolve chronic attendance difficulties and provide basic counselling to staff who have performance related obstacles.
11. Performs other HR related duties as may be required

General Administration

1. Provides day-to-day administrative support to the managers, including minute taking, report writing and, workshop arrangements.
2. Fills in and share the overall staff pick and drop tracking sheet.
3. Staff flight booking and hotel reservations



4. Perform any other administrative role that may be assigned.
5. Supervising office Janitors and ensuring that office health and safety standards are maintained in the office
6. Assist in the preparation of reports and documents for compliance purpose
7. Processing time sheet and attendance records to assist with payroll duties
8. Assisting in the preparation and distribution of HR documents such as employment contracts, and policy manual

Other Areas

Education Qualifications.

Bachelor Degree or Diploma in Human Resources Management, Public Administration, or related Disciplines.

Minimum 2-3 years of experience in HR & Admin

Skills

- Strong facilitation skills
- Efficient operational skills
- Strong social and communication skills both verbal and written
- Strong in decision-making skills (in tactical project issues).
- Strong planning and implementation skills, and is able to analyze and come up with suitable and sustainable community driven solutions
- Excellent writing and reporting skills
- Fluent English both spoken and written
- Strong Community mobilization skills

Competencies:

- Good planning and implementation ability.
- Good understanding of broader Human Resources and Administration
- Ability to network, lobby and advocate on behalf of CINA.
- Knowledgeable in context and culture of South Sudan
- Knowledge of local Languages in South Sudan, including Arabic will be an added advantage
- Knowledge of claims processing techniques and budgetary practices and controls
- Experience preparing spreadsheets and a risk management information system.
- Stress management skills
- Interviewing skills
- Time management skills



How to Apply:

Please send your application and CV with accompanying documents to CINA office along Bilpham road, Munuki block A, or electronically to recruit@cina-southsudan.org by March 21st, 2024 at 5:00 Pm promptly.

Female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted.

Due to urgency of filling this position, selection may be done before the deadline.

Important: CINA is committed to safeguarding and promoting the welfare of children and their families and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign and adhere to CINA's Child Protection Policy, PSEA Policy and Code of Conduct upon taking their job offers.

