



Approved
JG



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY – TEMPORARY ASSISTANT PEOPLE & CULTURE (HR) OFFICER

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY'

Job title: Assistant People & Culture (HR) Officer - Temporary
Reporting to: P&C Officer
Location: Juba, South Sudan
Availability: As soon as possible

Purpose of the position:

The Assistant P&C Officer will support all the filing processes of all the personnel files and other HR administrative support.

Major Roles and Responsibilities of position

- Support the P&C Officer – Juba in maintaining or updating staff related information data and personnel file.
- Ensure that Upper Nile staff files are audited to identify the missing information including leave management.
- Assist Juba P&C Officer in following up approval of staff requisitions, contract extensions, new contracts, scan and send to each field locations in Upper Nile Zone.
- Prepare and submit weekly progress report to Upper Nile Zonal P&C and Juba P&C Officer
- Attend weekly P&C Meeting and provide update on staff personnel filing.
- Ensure that staff document/information are kept confidential and under lockable cabinet.
- Ensure that there's no access to staff personnel files by unauthorized persons.
- Staff personal files tracking and opening of the new staff files.
- Facilitate the approval of Staffing Requests.
- Arrange tests and interviews



Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Post-Secondary qualifications in human resources management or related field (diploma in HRM desired/Bachelor Degree)
- At least one year experience in an administrative role.
- Ability to work with people.
- Strong communication skills (both written and oral) – the ability to communicate information effectively.
- Able to practice gender and cultural diversity.
- Ability to build collaborative relationships.
- Work under minimum supervision
- A passion for achieving quality results and service.
- A committed Christian who demonstrates Christ-centered life and work.

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

FEMALE CANDIDATE ARE HIGHLY ENCOURAGED TO APPLY.

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 22nd July 2019

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

