

## JOB OPENING

### HUMAN RESOURCES ASSISTANT.

**Job Title:** Human Resources Assistant  
**Reports to:** Human Resources Officer  
**Deadline:** 25th September 2019.  
**Supervises:** None  
**Duty Station:** Juba, South Sudan



#### Job Summary:

The Human Resources Assistant will assist HR Officer to undertake a wide range of HR functions including compliance, administrative, recruitment including staff on-boarding, performance management, staff training and development and ensure confidentiality of all HR data and information. The HR Assistant will assist the HR Officer in the development and continuous review of the effectiveness and quality of recruitment policy, procedures and strategies to incorporate diversity and equity. She/he will assist the HR Officer in temporary and employment contracts, coordination and communications of assigned programs

#### KEY RESPONSIBILITIES

##### HR Related Administrative Functions

- File documents in various staff files, ensuring coherence and ease of tracking of various documents using filing checklist.
- The HR assistant shall engage in updating databases like staff list, Leave tracker, performance Management trackers, Staff ID trackers Medical Cards trackers, collect and maintain basic details for all staff.
- Monitor and track leave balances such as annual leaves, Rest and Recuperation Leaves, sick leaves, Compassionate leaves and unpaid leaves and advise staff and management accordingly.
- Conduct staff file audit and prepare a report on missing documents as listed in the AAH-I filing checklist, making sure all personnel files are well labeled and arranged





alphabetically for easy access while ensuring all personnel documents are properly filed in their respective file folders.

- Open box files for various HR administrative documents
- Assist in following up of Medical Cards for staff from the insurance company
- Ensure that all stationeries needed for use are requested in a timely basis

### **Staff Recruitment and On-Boarding**

- Assist HR Officer in taking the Job advert to Ministry of Labour for approvals, follow up on approvals and thereafter in displaying adverts to the various notice boards
- Assist in long listing of job applications submitted in soft and hard copies for further actions by the HR Officer and recruiting manager, including updating candidate status', sending correspondence to candidates closing out vacancies
- Assist the HR Officer to schedule and invite candidates for interviews and written tests, administer written tests and submit coded tests for grading to the recruiting managers and HR Officer.
- Assist the HR Officer to inform job applicants of their acceptance or rejection for employment.
- Assist in preparation of Interview Guides
- Assist the HR Officer to develop induction schedule and ensure that the induction pack is maintained and kept up to date including coordinating all the inductions and orientations of new staff.
- Check Human Resources forms (passport/Work ID Cards withdrawal, flight bookings, payroll deductions, internal applications, cash advances)

### **Performance Management, Compliance, Payroll and Staff Training**

- Assists the HR Officer with the tracking of performance reviews, update contracts, track probation dates, performance review dates and constantly ensure that the contracts database is up to date for the Organization
- Assist the HR Officer to coordinate and conduct trainings at field levels, working closely with Sector Heads and Area Coordinators & Programme Managers (UNHCR & RCD&QA) and line managers to ensure all HR related trainings are undertaken, recorded and submitted for filing, reference and documentation where necessary.
- Assist HR Officer in coordinating HR communications on staff performance management to ensure all HR performance management communications are undertaken and staff are aware of their status on performance management
- Assist the HR Officer to develop, maintain and communicates the Human Resources Weekly Status Change report to line manager
- Assist the HR Officer to liaise with the Finance Department for the monthly changes in the Payroll, including adding new staff, salary changes, designation changes, etc

### **Other Assigned Responsibilities**

- Perform any other role and responsibilities as may be assigned by the Supervisor or her Designate from time to time.

### **Required qualifications, competences and experience**

#### **Qualification**





- University degree in Human Resources Management from a recognized university/ institution or Degree in Business Administration
- Minimum of 2 to 4 years of experience in a similar position in a Non-Governmental Organization.

#### **Application Instructions**

- **Please send your cover letter outlining how your skills and experience meets the required qualifications and competences along with your CV to HR Department through. [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org). Before 25<sup>th</sup> September, 2019.**
- **Please note that this is a National Position.**
- **Female candidates with the required qualifications and competences are strongly encouraged to apply.**
- **Applications will be reviewed on a rolling basis.**

