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MINISTRY OF LABOR
23 MAY 2024
REPUBLIC OF SOUTH SUDAN



Job vacancy

Position: HR and Admin Officer

Location: Wau, South Sudan

Duration: 12 Months

Reports to: HR and Admin Manager.

Application Deadline: June 10st, 2024

Science Teachers' Initiative (STI) is a relief and development not for profit non-governmental organization with a goal to improve the quality of education in African and promote the use of scientific knowledge, innovation, and research in solving socio-economic challenges. STI works closely in partnership with the Ministry of General Education and Instruction (MOGEI), the National Curriculum Development Centre (NCDC), SMOGEI, the community at all levels, and religious leaders to ensure provision of inclusive quality education through inclusive community participation and engagement. We work with local and religious leaders to develop transformative solution which are both sustainable at the hands of the communities themselves.

PURPOSE OF THE JOB

The HR & Admin Officer is expected to assist in providing quality and efficient, HR Management systems for main and field offices in line with Science Teachers Initiative HR Strategies, policies, and guideline. He/She will assist in providing technical support to the HR line Managers in respect to policies, process, and good practice. He/She will be accountable for all delegated HR matters to ensure effective and efficient use of HR Systems, Procedures, and guidelines. The Incumbent will be responsible for updating all key HR information's and HR minimum standards especially ensuring staff files are updated with the check list accordingly and perform other administrative task as assigned by the line Manager.

ESSENTIAL TASKS AND RESPONSIBILITIES

- In coordination with HR and Admin Manager, Ensure that all HR database are up-to-date and perfect, This include (follow up with the HR and Admin Manager on monthly basis and work toward agreed deadlines to submit updated leave tracker, updated staff list at the end of every month. Update the performance reviews and probation review tracker, update recruitment



trackers on weekly basis, and file audit report on monthly basis). Compile the field report and prepare HR action points to HR Manager.

- Responsible to coordinate field recruitment together with the HR Manager to ensure that the recruitment process is conducted in respect to STI HR Manual where it's fair and transparent until the final stage.
- Prepare adverts, seek for approval from the authorities and advertise in the public boards as well as electronically.
- Ensure that recruitment plans and timelines are adhered to with longlist provided timely and shared with the relevant hiring managers to generate shortlists, assist recruiting managers in all staff, casual, volunteers and consultant recruitment process-drafting advertisements, screening of applications, interview call letters, and coordination of interviews, evaluate and document processes and costs of recruitments.
- Prepare contracts for casuals, volunteers and data clerk's staff and managing their schedules.
- Supporting both Internal and External auditors from time to time by ensuring that relevant HR docs are provided to auditors timely and that the same are recruited to its original place and ensuring strict confidentiality.
- On monthly basis. Compile and submit staff payroll actions to the HR Manager ensuring that all supporting documents are completed and do follow up with Finance department and HR Manager incase of any further clarification,
- Responsible to administer and explain to staffs the STI HR Internal Policy on what are the employees' entitlement are and what's expected from them in terms of respecting the rules and regulations for the organization
- Follow up with the Program Manager on compiling the learning, trainings and development plan from the field location then submit for further action.
- Support in doing induction for new joiners in the field ensuring that, they receive proper orientation during their 1st week of joining STI, Prepare check list of induction with other team members and that all mandatory STI Policies such as Child safeguarding, code of conduct, Fraud are administer to the new staff and that they signed it off.
- Get the updated contact list for all staff with phones both private and official, email address and skype and WhatsApp's address. Update this on quarterly basis and submit to the HR Manager on First week of each quarter.
- Conduct the HR File Audit checklist on quarterly basis to verify whether all personnel files are completed and perfect, well labelled, lockable, and confidential. Provide file audit report to area I HR Manager the first week of each quarter.
- Ensuring date protection by ensuring no file is left unattended in the field office and main office. Ensuring that all recruitment files are in good order and properly filed for easy access and reference. Coordinate destroying applications which are of no use or reference.
- Responsible to ensure that all new staff receives their ID cards and Medical Insurance smart cards within the first week of joining Science Teachers Initiative.
- Supporting in staff exit processes, conducting exit interviews and sharing charing clearance information to juba office for processing benefits. Coordinating work certificate generation for leavers.



- Responsible for ensuring that business cards are provided for entitled staff within two weeks of joining.
- Provide support in making sure the HR Minimum standards is met as required in all section by working as a team in HR Department.
- Comply with all relevant STI Policies and Procedures with respect to child protection, health and safety, security, equal opportunities, whistle blowing, code of conduct, fraud and dishonest, HR ethics like high confidentiality, and all approved organization policies.
- Support managers in the annual Goals setting and provide confidential performance counselling to managers and staff regarding work-related problems.
- Provide guidance to area program units in finalizing area level plans for capacity building of staff and formulating the annual training calendar.
- Any other task as may be assigned to you by your Manager.

EDUCATION AND EXPERIENCE

- Educated to degree level in Human Resource Management or diploma with relevant experience
- Minimum of 5years HR Experience in an NGO environment, including significant HR field experience..
- Good experience in understanding the south Sudan Labour Act and HR internal Policy
- Knowledge, experience in raining and staff development policy design formulation, and development.
- Strong management skills including analytical skills, judgement and decision making.
- Resourcefulness and creativity to develop the role of human resource training and development within the programme and ensure the most effective support to line management.
- Proven track of records in capacity building and training and development.
- Proven track of records in implementing robust performance systems.
- Highly developed communication skills both written and verbal to establish effective relationships with internal and external audiences.
- Ability to work collaboratively with Human resource management and training and development colleagues.
- Proven ability to work in a multi-cultural environment and respect local religions and culture.
- Excellent communication skills and the ability to lead train and motive staff with a commitment to capacity building. Commitment to and understanding of STI Aims, Values and Mission and principles.
- Experience of working in field of training and development.
- Good negotiation Skills.
- Excellent communication skills
- High level of of Self-motivation, integrity, commitment.
- A person with positive attitude.

Additional Job responsibilities



- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- The role holder is required to carry out the duties in accordance with STI Equal Opportunities and Diversity policies and procedures.
- The post holder is required to carry out the duties in accordance with STI anti-harassment policy.
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LANGUAGE SKILLS

Proficiency in spoken and written English and Basic Arabic

How to apply:

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents and any other relevant documents, three professional references (two of which must be current or former direct supervisors) with details of their daytime telephone contacts and email addresses to recruitment@scienceteachersinitiative.org or hand delivery to STI office located OFF Suk Milichia Along Midan Jamous - Road, Munuki Block B, not later JUNE 10/2024.

Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable.

Note:

- This position is ONLY open to South Sudanese professionals.
- STI is an equal opportunity employer, promoting gender, equity and diversity and Female candidates are strongly encouraged to apply.
- Only candidates who pass the first stage of the interview process can proceed to the next stage.
- No phone calls.
- All applications submitted cannot be returned.

Deadline: 10th JUNE 2024 at 4:30PM South Sudan Time.

