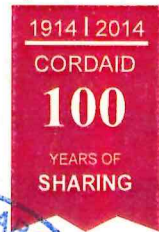




BUILDING FLOURISHING COMMUNITIES



Vacancy notice

Advert opens 4<sup>th</sup> May 2023.



50. H. 3  
Approved  
Som  
4/5/2023

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Senior Human Resources and Payroll Officer as detailed below.**

**Position: Senior Human Resources and Payroll Officer.** This position is open to both Internal and External Candidates.

**Based Location: Juba**

**Number of position (s): One (1)**

**Reporting Line (s):**

The Senior Human Resources and Payroll Officer will report to Human Resources and Administration Manager.

**Purpose of the position:**

The Senior Human Resources and Payroll Officer will take the lead in preparing the monthly payroll and services as the principal and assist the Human Resources and Administration Manager Human Resources daily routines.



## Duties and Responsibilities

- Advise and coach management in the execution of HRM policies and procedures including optimising the quality and quantity of staffing and adherence to Cordaid's values.
- Ensures management and staff are working according to the Code of Conduct, Integrity Policy and takes appropriate action in case of misconduct.
- Share HR knowledge, stay abreast with labor market developments and learn about new HR techniques and methods.
- Take lead in preparing the monthly payroll, ensuring accuracy, and that all statutory deductions e.g., PIT, Social Insurance are deducted, and that the payment is affected by 15<sup>th</sup> of every month.
- Process and remit PIT payments accurately and timely.
- Maintain the remittance records and follow on the renewal of a valid tax certificate.
- Process and prepare for approval salary advance request for staff.
- Ensure salary advances and outstanding work advances beyond 7 days are deducted from individual staff salary.
- Coordinate with the Senior Accountant to receive the Finance Monthly advance return by the 10<sup>th</sup> day of each month.
- Process and forward payment of the causal staff and consultants to HR & Admin Manager for Review.
- Ensure that all staff costs are allocated to designed projects, coded correctly, and accounted for.
- Reconcile and update payroll budget codes and staff percentage distribution monthly.
- In liaison with Senior Accountant, ensure that all staff costs are appropriately uploaded into AX.
- Track and file staff monthly time sheets for every staff.
- Share the budget codes and activity line with programme managers monthly to prepare the timesheet.
- Track leave and R&R records on the system and advice the line managers on huge unused leaves.
- Manage the administration of the medical and group life cover and registering new staff and deregistering ex-staff respectively on both medical and group life cover and continuously review and update the medical insurance premium amount the projects on a quarterly.
- Closely work with Finance to pay and allocate the medical insurance premium amount in the projects on a quarterly base.
- Timely inform the finance if any invoices or credit notes received from medical insurance company.
- Manage and maintain the medical insurance cover-medical cards. Ensure to retrieve the medical cover cards when staff leave the organisation and update the records.
- Ensure to attend, facilitate, and address all enquires and queries regarding staff access to medical/group life services and claims.
- Manage the administration and payment of National Social Insurance Fund and Gratuity.
- Ensure all settlement benefits are calculated and paid within the stipulate time.
- Prepare work service certificate for staff who have departed.
- Assists in developing and translating the strategic Human Resources plan. Implements the plan.
- Coordinates and executes the terms of employment for staff coordinates and executes the recruitment process and generates offer letters.
- Coordinates the process of annual performance cycle and timely communicates to management about the process, evaluation forms and deadline.
- Coordinates training and development and a learning culture. Coordinates staff care including health and safety.
- Assist the Human Resources and Administration Manager in staff recruitment during his absence.
- Develop and implement plans, including timetables, for contract reviews, performance management reviews and terminations and ensure all documentation to support the payroll management is in place.
- Compile Human Resources related data/information from different sources and submit the report to the Human Resources and Administration Manager for use in planning and drafting of reports for Human Resources.
- Assist the Human Resources and Administration Manager in annual registration of Cordaid with RRC and renewals for the NGO Forum.
- Assist in verifying staff leave request form as they come and update the staff leave management records in the payroll and monthly leave review to submit to the country Director.





### Key qualification and competencies

- A Bachelor's degree in finance/accountancy, Business Administration or Taxation
- A diploma in Human Resources Management will be an added advantage in addition to the bachelor's degree in finance.
- At least 3 years' experience in payroll management.
- Manifest knowledge of South Sudan Labour Law and experience in administering of statutory payroll requirement.
- Proficient in working with micro-soft packages such as word and excel and has experience of working on and with payroll systems/packages.
- Good relations maintenance and with good inter-personnel skills
- Planning and organizational skills are essential.
- Must have good judgmental skills and ability to report accurately.
- A proactive person is required with analytical skills and problem-solving approach.
- Fluent in spoken and written English and local Arabic language.

### Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes. e.g., **CSS002/5/23 Senior Human Resources and Payroll Officer.**

or

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3<sup>rd</sup> Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **25<sup>th</sup> May 2023.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure.

All applications submitted cannot be returned.

**(South Sudanese Nationals Only)**

