



**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity
SCOPE OF WORK**

TITLE: Human Resources and Administration Officer/ Specialist
DURATION OF CONTRACT: LTTA
LOCATION: Juba, South Sudan
SUPERVISOR: Human Resources Specialist/ Manager

Project Background:

The purpose of the Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Gender, Aware, Sustainable WASH Activity intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

Position Summary:

Reporting to the Human Resources Specialist/ Manager, the Human Resources and Administration Officer/ Specialist is responsible for maintaining the project's Human Resources (HR) systems and records, according to DT Global and US Government rules and regulations. Furthermore, the HR and Administration Officer/ Specialist will coordinate with other departments to ensure a smooth information flow with for incoming correspondence including letters, official circulars, and other external communications. They will assist the HR department to develop and administer various human resources policies and procedures for all project personnel including but not limited to recruitment, hiring, termination, promotions, organizational planning, capacity building improvements and all matters related to human resources. Finally, they will be responsible for ensuring the complete and accurate filing of all required HR documents and staff compliance to HR processes.

This position may be hired at an Officer or Specialist level, with applicant's CVs assessed based on the qualifications listed below.

Duties and Responsibilities:

- Recruitment: Support HR team in publishing recruitment advertisements, tracking applicants, collecting documentation, administering tests, coordinating interviews, preparing and compiling interview packages for panelists, etc., and ensuring that all received applications and documents are filed in both hard and soft copy formats.
- Administrative support: Providing administration support for the HR office; collecting and sending requests for employment and hiring documentation, ensuring proper filing of employees' documentation, coordinating with other departments and ensure information flow with official circulars, incoming letters, policy announcements, and other external communications
- HR Document and Monitoring Support: File and help track all staff performance appraisal forms in employees' respective files; file copies of all staff timesheets received from the employees for future tracking; maintain and update monthly the leave records for all national staff; organize and file paper and soft copies of all approved leave requests; and support the HR team in maintaining accurate and complete personnel files
- Staff Performance Appraisals: File and help track all staff performance appraisal forms in employees' respective files
- Timesheets: File copies of all staff timesheets received from the employees for future tracking
- Staff Leave: Maintain and update monthly the leave records for all national staff. Organize and file paper and soft copies of all approved leave requests
- Personnel files: Support the HR Officer and HRD in maintaining accurate and complete personnel files



- Other tasks as assigned by supervisor

Education and Certifications:

- Completion of secondary school required, with collegiate, technical education, or certificate in clerical support, human resources, administration, or a related field of study strongly preferred. A combination of a post-secondary Diploma in a relevant field and additional relevant professional experience may be considered

Key Position Competencies and Experience:

- Between one to three (1 – 3) years of experience (Officer), or between three to six (3 – 6) years of progressively responsible experience (Specialist) in clerical support, human resources, administration, or relevant field required, particularly for an international development implementing partner or Non-Governmental Organization
- Minimum one (1) year of experience (Officer), or between two to five (2 – 5) years of experience (Specialist), preferably in human resources and administration roles with USAID and other donor funded projects focusing on grant-making projects
- Knowledge of Sudan/South Sudan Labour Laws
- Familiarity with donor policies, such as USAID's recruitment and human resource policies
- Experience in liaising with other organizations and government officials
- Proficient in Microsoft Office
- Strong organizational and interpersonal skills and ability to work calmly under high stress and in a very fast paced environment
- Ability to synthesize and summarize large amounts of complex information so that it can be presented in a simple and easy to understand way
- Effective written and oral communication skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and versatility
- Have integrity, empathy, and demonstrated ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required and other local languages preferred (Officer), and fluency in written and spoken English and Arabic required and other local languages preferred (Specialist)
- Position open to South Sudan nationals only.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

**Application Process:**

To apply, please send your CV and Letter of Motivation **as one single document** to gaswash.recruiting@dt-global.com. Your attachment must be less than 1-megabyte in size; your CV must include your full name, email, and phone number; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 20, 2021, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.