



Norwegian People's Aid

South Sudan



Vacancy Announcement: Human Resource Assistant Based in Juba.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Human Resource Assistant** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

The Human Resource Assistant (HRA) is responsible for the management of NPA staff monthly time sheets submission and filing them, point of contact with field offices on. He/she is responsible for the management of staff leaves – leave plans and matrices, updating leave database and flagging out any issues related to leave utilization.

Duties and Responsibilities:

Tracking and management all national staff leaves:

- Manages national staff leaves across all field locations.
- Shares updated leave databases with management on a monthly basis.
- Educates staff on procedures for requesting leave and how to fill the leave forms.
- Shares with staff the types of leaves and conditions for entitlement.
- Updates staff regularly on their annual leave balances.
- Files approved leave forms in respective staff personnel files

Medical Insurance Enrolment and Reimbursement.

- Ensures any newly recruited staff fills the medical insurance application form.
- Educates staff on medical reimbursement procedures and compliance.
- Ensures all staff get smart medical cards.
- Collects medical reimbursement claims from staff and submit to medical insurance company.
- Coordinates the payment of the medical reimbursements.
- Keeps records of received smart medical card and reimbursement claims.
- Shares with staff their medical utilization reports.

Management of Personnel Files.

- Creates personnel file for newly recruited staff.
- Files all documents pertaining to the staff.
- Ensures the personnel files are updated regularly.
- Updates personnel file tags where necessary.



- Ensures that no an unauthorised person access the personnel files.
- Old personnel files are archived properly and in order.

Management Staff Time Sheets.

- Receives and review time sheets on monthly basis and cross check to ensure that they are coded as per funding matrix/project codes.
- Communicates with the field offices on missing timesheets, wrong codings, missing signatures etc. and follow up with HR focal points at field level for corrected sheets.
- Liaises with finance manager and programme managers to provide updated project codes.
- File received time sheets.

Supporting Recruitment Process.

- Delivers adverts to labour office for approval.
- Logs hand delivered applications/CVs.
- Invites short listed applicants for interviews.
- Books conference hall for interviews.
- Conducts reference checks for successful candidates.
- Notifies unsuccessful candidates after the successful candidate is on board.
- Coordinates the induction process of the staff.
- Ensures the staff gets resource number, ID Card and email address.
- Submits copy of staff contract and bank details to Coordinator for payroll entry.
- Delivers termination request to labour office.



Audit support.

- Provides to auditors requested documents.
- Retrieves and returns audited documents.

Required Qualifications:

- Diploma in Human Resources Management or a related field.
- Minimum of three years of relevant experience with reputable INGOs.
- Strong Computer Skills-MS Office.
- Relevant HR trainings.

Experiences:

- Three years of working experience in a similar position.
- Excellent understanding South Sudan Labour Act
- Well versed with management of personnel files, leaves, time sheets, medical insurance, recruitment and audit support.
- Knowledge of payroll processing.

Personal Qualities/Competences:

- Human resource management skills.
- Work independently and professionally.
- Good analytical skills
- Ability to communicate well and give feedback in a consistent manner
- Strong interpersonal skills
- Ability to travel extensively to various field locations
- Ability to participate effectively in team-based activities
- Self-motivated and ability to perform under pressure



- Good knowledge of South Sudan Labour Act and related laws.
- Team player.
- Strong communication skills.
- Able to work with minimum supervision.
- Ability and willingness to work and live under basic or difficult circumstances.
- Analytical, systematic and structured
- Committed to safeguarding vulnerable communities and individuals
- Strong moral values



Additional Considerations:

- The HR Assistant will abide by Norwegian People's Aid (NPA) **Code of conduct** which aims at preventing all types of misconducts which include **corruption, fraud, sexual exploitation & harassment, bullying, violence and child exploitation.**
- Also, the HR Assistant will abide by NPA's **Safeguarding policy** which also aims at protecting all people from harm, preventing and responding to harm caused by sexual exploitation, abuse or harassment in and outside the workplace.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

Applications submitted after 12:00 noon on Wednesday 2nd August 2023, will not be considered.
NB: Submitted copies of academic transcripts will NOT be returned to the applicant

