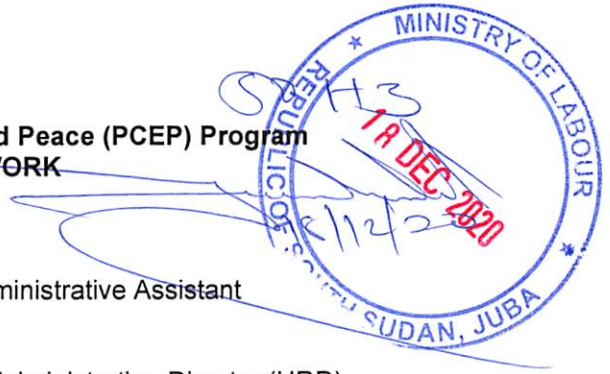


Promoting Civic Engagement and Peace (PCEP) Program
SCOPE OF WORK



TITLE:	Human Resources Administrative Assistant
DURATION OF CONTRACT:	One-year, renewable
LOCATION:	Juba
SUPERVISOR:	Human Resources & Administration Director (HRD)

Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Promoting Civic Engagement and Peace (PCEP) Activity in South Sudan. PCEP will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. PCEP will primarily program in Unity, Greater Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

Position Summary:

The Human Resources Administrative Assistant is responsible for supporting the HRD and Human Resources Officer in establishing and maintaining the project's Human Resources (HR) systems and records, according to DT Global and US Government rules and regulations. Furthermore, the HR Administrative Assistant will coordinate with other departments and ensure a smooth information flow with for incoming correspondence including letters, official circulars, and other external communications.

Duties and Responsibilities:

- **Administrative support:** Providing administration support for the HR office; coordinating with other departments and ensure information flow with regards to incoming letters, official circulars, and other external communications
- **Recruitment:** Post and track all applications, including printing all the electronic copies. File all received applications in both hard and soft copy formats
- **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

Education and certifications:

- Completion of secondary school, Clerical / HR training, certificate or diploma preferred

Key Position Competencies and Experience:

- One or more years of previous experience in human resource administrative position
- Knowledge of Sudan/South Sudan Labour Laws
- Experience in liaising with other organisations and government officials
- Fluent in spoken and written English, Arabic preferred
- Proficient in Microsoft Office

- Be proactive, have strong prioritization skills, and ability to work cross-culturally

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 listening 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 PCEP-administration@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(s) of the position** you are applying for, as advertised at the top of this job vacancy announcement. For example, if you are applying for the post of Procurement Officer in Wau, the subject line of your email submission will read "**Procurement Officer – Wau**". If the at the top of this job vacancy announcement there are multiple locations listed and you would like to be considered for multiple locations, include all the locations in the subject line, for example "**Procurement Officer -Wau, Juba, Bentui**". If you are applying for multiple positions/roles at DT Global, please submit separate emails for each position you are applying to. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, January 11, 2021 at 5:00PM, East Africa Time.** Emailed CVs received after this time will be deleted.

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 South Sudan 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.