

## Job Advertisement



Job Title:	Human Resource Officer
Duty Location:	Juba with 30% travel to field location
Duration:	6 months with possibility of extension
Reports to:	Country Director
Open date:	9 <sup>th</sup> January 2023
Closing Date:	21 <sup>st</sup> January 2023

### Organization Background

Global Assistance is a humanitarian assistance engaged in lifesaving humanitarian assistance and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf.

### Operational Context/Role

The human resource officer, under the supervision of county director and in closed collaboration with regional human resources coordinator will ensure the consistency and uniformity in the implementation of human resource polices and promoting the welfare of global assistance staffs and guide the HR services to the country office

### Key Responsibilities

- Support the recruitment processes including, ensuring prompt long listing and short-listing by ensuring applications for positions are placed in the right folders, downloading CV's from I-grasp, preparing interview packs, contacting candidates, and writing regrets.
- Ensure that all HR documentation kept in personal files (paper and electronic) is maintained and archived in a consistent manner in line with minimum standards and data protection regulations.
- Support in managing the medical scheme by ensuring medical invoices are captured in GOLD and submit payment to Finance each month
- Assist with monthly payroll related activities and liaise with local labour agency
- Assist human resource/administrative assistants
- Coordinate the implementation of all administration protocol and producers organise regular information meetings with the staffs



- Coordinate and lead on the developments and implementation of a professional development strategy for staff's accordance with operational requirements ion evaluating employee's performance and implementing the associated action plans
- Plan and monitor HR producers and budget needs in order to efficiently manage the required HR needs and capabilities of the country Office
- Coordinate staffs on bordering activities liaising with departments and fellow up on activities
- Act as the focal point for the country including responding to quires, fellow up on information related to contracts, recruitment, security and safety and HR matters.

### Skills and Qualifications

- Bachelor degree/Diploma in HR or Business Administration or at least two years' experience in HR/Office administration.
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- Strong computer skills including ability to work with windows competently and accurately. Email operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands.
- Possess initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Shares knowledge and improvements and may supervise the workflows of others

### How to Apply

Interested candidates should submit their cover letter, CV with three references, copy of National ID and copies of the certificates including daytime telephone to Human Resource Department. Or by email [willy@global-southsudan.org](mailto:willy@global-southsudan.org) please indicate the position you are applying for in the subject line of the email. Applications can be hand delivered to Global Assistance Office at Hai Malakal, Plot Number 41 Block AX111 Opposite LifeLink Clinic, The former Britiam Office.

*Noted: Only shortlisted candidates will be contacted, application submitted are non-returnable  
Female Candidates are encourage to apply*

