

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL - SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Payroll & Benefits Officer
Reporting to: People & Culture/HR Director
Location: Juba
Availability: As soon as possible

Purpose of the position:

Provide technical support to the People and Culture function in managing National staff Payroll and terminal Benefits' management and communicate World Vision's Christian Ethos and demonstrate a quality of spiritual life that is an example to others.

Major Roles and Responsibilities:

Payroll Data Management:

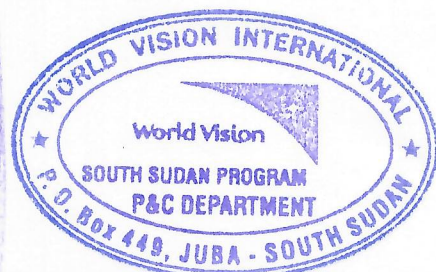
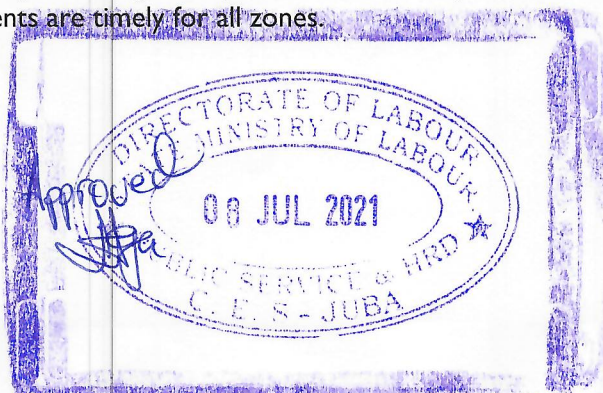
- Updating the master staff list in line with the staff changes provided on a monthly basis and with accuracy and consistency.
- Prepare accurate and monthly national staff payroll by the 25th of each month using the memory-soft payroll system and generate relevant payroll reports and pay-slips in tandem with the pay scale.
- Keep Payroll staff data accurate and updated e.g., change of Positions, locations, Project Names and Numbers.
- Maintain accurate Payroll database in accordance with OurPeople System.
- File monthly approved payroll reports and locked.

Staff Pay-slips:

- Timely preparation of pay slips as requested by respective Projects for accrual purposes.
- Arrange for and coordinate the timely dispatch of individual staff pay-slips on a monthly basis and return of relevant file copies where necessary.

Incentive payroll:

- Work with project managers to process the monthly incentives as per the required documentation. Ensure payments are timely for all zones.



- End of service Staff Benefits: Work with finance to reconcile terminal benefits to be paid or paid out using data extracted from sun system.

End of service Staff Benefits:

- Management of the staff end of service benefits – calculations, process payment, prepare timely payment in accordance to HR Policies.
- File all the paid terminal benefits and kept locked.
- Create a file for monthly updates on the paid terminal benefits
- Conduct a monthly reconciliation with Finance on paid terminal benefits against accrued amounts.

Income Tax:

- In coordination with Finance Team ensure timely monthly settlements of Person Income Tax (PIT) as per the requirements of tax regulations.
- Work with finance to reconcile payroll tax to be paid and/or paid out using data from sun system.

Reporting:

- Prepare a monthly report detailing achievements, challenges, and plans as per established division report writing guide.

Recruitment;

- Assist with recruitment, i.e., interviews and test administration
- Assist with contract management.
- Other duties as required by the supervisor:

Staff Faith and Development:

- Participate in staff spiritual nurture and capacity building initiatives;

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's degree in Human Resource Management, Business Administration (Accounting/HR option), Organizational Psychology, management science or any related field;
- Relevant background in finance and accounting with experience using accounting systems such as Sun systems, Quick books, SAGE, etc. and advantage
- **STRONG** experience in Microsoft excels and access.
- minimum of 2 years of work experience in payroll management
- Attention to detail and able to multi-task
- Thorough and accurate yet able to complete tasks and meet set deadlines.
- Ability to work with people;
- Strong communication skills (both written and oral) – the ability to communicate information effectively
- Ability to build collaborative relationships and foster teamwork
- Drive for quality results and service;
- Good analytical & interpersonal skills;
- Able to work on a cross-cultural environment with a multi-national workforce

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are STRONGLY encouraged to apply



Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop hard copy application to Juba Office and any other World Vision offices.

Closing date for receiving applications is: 28th July 2021 AT 5:00PM.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

