



ZOA Dorcas South Sudan is an international NGO that was established in March 2013 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for many years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase their impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

Human Resource Assistant
Stationed in Juba, Central Equatoria State
Start Date: As soon as possible
Duration: Until 31st December 2024, with possibility of extension depending on performance and funding

JOB PURPOSE

In this position the incumbent will be responsible for day-to-day HR operational activities (staffing function, recording keeping, etc.)

Key Result Areas

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support in HR department.
- Focal point for maintaining and updating employee records (leave records, time sheet collection, etc).
- Assist with the recruitment process by doing longlisting of candidates, performing reference checks and issuing employment contracts.
- Support with Passport and immigration documentation for Expat staff.
- Process documentation and prepare reports related to personnel activities (on staffing, etc.).
- Support Coordination of HR projects (meetings, training, surveys etc.) and take minutes.
- Address employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (overtime, and any new changes etc.).
- Communicate with public authorities and services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Assists in Onboarding process of newly hired employees.
- Assist in sourcing candidates and update the recruitment tracker.
- Assist with staff exit management documentation.
- Keep up-to-date with the latest HR trends and best practices.
- Maintain digital and electronic records of employees.

Preferred Skills/Qualifications for this particular position

- Diploma in human resources management or related field (essential), Bachelor's degree is an added advantage.
- 2-3 years of experience as an HR assistant (essential).
- Sound knowledge of labor law and employment equity regulations.
- Effective HR administration and people management skills.
- Solid experience with payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Experience with a HR software package is a pre.
- Excellent organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Structured and meticulous attention to detail.
- Ability to accurately follow instructions.



GENERAL CORE COMPETENCIES

- **Functional/Technical Skills:** Strives for excellence. Demonstrates functional knowledge and expertise of job functions. Possesses sound technical knowledge and abilities
- **Communication:** Demonstrates effective written and verbal communication skills. Communicates clearly, concisely and with candor. Keeps others appropriately informed
- **Collaboration & Teamwork:** Builds effective relationships, collaborates well and is a team player. Reaches out to team members and stakeholders whenever needed.
- **Interpersonal Skills:** Shows respect, compassion and optimism. Cares about others and is generally easy to work with. Committed to creating and maintaining a safe & well-functioning workplace.
- **Planning & Time management:** Sets priorities effectively and develops appropriate plans of action. Has effective organization & time management skills. Is able to complete work quickly and effectively.
- **Innovation & Creativity:** Comes up with new and unique value-adding ideas; has good judgement about which creative ideas and suggestions will work.
- **Change & Conflict Management:** Leads, Manages or embraces change effectively (depending on role). Deals well with ambiguity. Proactively manages conflict and views problems as an opportunity.
- **Perseverance & Drive:** Pursues work with energy, drive and a need to finish. Appropriately stays on track, especially in the face of setbacks. Pushes other to achieve.
- **Supports Diversity:** Supports equal & fair treatment and opportunity for all. Respects the sensitivities of others. Reaches out to others for diverse perspectives.

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas

office in Juba. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

Closing date: 31st May 2024 at 5:00 PM
Only shortlisted candidates will be contacted.

Note:
This position is for South Sudanese Nationals ONLY.

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).
Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

