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Approved
MABU
24/6/2026



24th June 2026

REF: JOB Advertisement Administrative Assistant (1)

Position: Administrative Assistant
Duty Station: Juba Central Equatoria State, Republic of South Sudan
Line management Responsibilities: Cleaners and Guards
Reporting to: Human Resource & Administration Coordinator
JOB PURPOSE: The Administration Assistant supports the Human Resource activities. & implementation within Islamic Relief Worldwide South Sudan The Administration Assistant also supports the country program, to ensure HR activities program are implemented efficiently and effectively, support office administration function, ensuring appropriate support provided to the office.

KEY WORKING RELATIONSHIP

Regular contact with the finance team, program and Logistics team. Work closely with the top management team and field coordinators

SCOPE AND AUTHORITY

Scope of the Role:

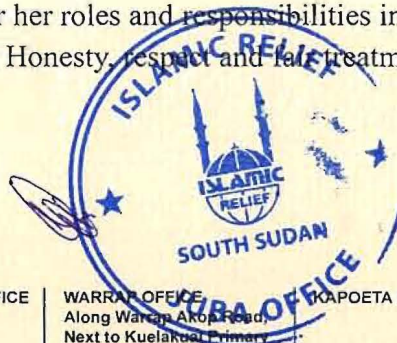
The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief worldwide South Sudan values and principles of Fairness, Humanity, Honesty, Respect and fair treatment of his or her colleagues and staff. administration Assistant role models the human resource policies and IR values in support of Organizations projects

RESPONSIBILITY FOR RESOURCES:

Handle the administration support, Guides staff in the management of their subordinate staff.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with the Islamic values and principle of fairness, humility Honesty, respect and fair treatment of his/ her colleagues and staff.



KEY ACCOUNTABILITY 1: Administration Assistant and team management

- Sometimes represent IR at the HR and NGO forum meetings, sharing learning with the HR team. Country management team and other staff
- Assist the HR and administration team
- Supervise the cleaners and guards and ensure a clean and secure office environment is always maintained
- Build the capacity of the team through supervision and monitoring
- Assist to hold regular man to man meetings at review progress
- Assist in conducting performance reviews in line with HR policies together with the line manager

KEY ACCOUNTABILITY 2: On employee Relations matters

- Assist in Coaching staff through employee relation matters, mitigating risk where possible
- Maintain relationship with the organizations lawyer and seek advice as needed
- Assist on the relationship with ministry of labor, RRC on NGO affairs (Registration certificate and others
- Assist and advise on all compliance risks

KEY ACCOUNTABILITY 3: Training and capacity building

- Assist and introduce, maintain HR induction for all staff
- Provide annual refresher training on code of behavior, child protection /Safeguarding
- Assist in Performance review, through line managers
- Assist on HR audits for field offices

KEY ACCOUNTABILITY 4: Human Resource Policy and Best Practice

- Assist to Track performance review and advice staff on performance matters with options available
- Assist in the process of contracts extension and termination, in line with the labor law with relevant procedures followed
- Assist in the recruitment process and compliant with the Ministry of Labor Requirements
- Assist in Review of staff letters, contracts and employee files to ensure compliance with law and HR policies
- Assist in annual review of salaries and ensure letters are issued to staff on decisions
- Provide regular reports for HR Coordinator on HR matters and metrics e.g. Recruitment, Turnover absence and performance review
- Assist in the Preparation of monthly payroll pass to finance

KEY ACCOUNTABILITY 5: Assist in performance management process

- Support managers to conduct regular performance reviews
- Assist in the process of Providing regular training on performance review process
- Supports in scanning and filling the HR & administration documents both in hardcopy and softcopy, arranging the staff files, new and old files. E.g. He will file all the signed casual worker contracts in box file and arrange the old contracts, file staff time sheets in



a box file and track them, file staff leave in staff personal file and track them, performance evaluation and track them

- Supports in the recruitment process, Reward management process and staff welfare
- Assists in scanning Taxes and file them in box file

PERSON SPECIFICATION

ESSENTIAL

- Degree in Human Resources, development studies or a related business field with a Human Resource professional qualification
- 1years' experience in a similar role, preferably with some HR experience
- Advanced IT Skills, able to online HR system and verify data with a high degree of accuracy
- Knowledge of Labor Law
- High level of attention to details
- Advanced Analytical skills
- Advanced written and spoken English
- Sensivity to cultural differences
- Sympathy with the aims of IRWSS

DESIREBLE

- Member of a recognized Human Resource body
- Knowledge of global HR Standards
- Experience working in an NGO in a similar role
- Working knowledge of using payroll system and software
- To be familiar with and abide by the NGO/RED CROSS code of conduct, the people in Aid code, IRWW international procedures

Mode of Application

Interested candidates should submit their application letter briefly describing a motivation for the position and highlight relevant experience, updated curriculum vitae(cv), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.com.ss or drop a hand delivered copy to Islamic Relief Juba Offices not later than the dateline 15th July 2026 at 5:00pm Local Time

Only shortlisted candidates will be contacted

Due to the urgency of this role, Islamic relief reserves the right to shortlist applicant prior to the closing date, on rolling bases, earlier applications will be highly considered



Please indicate the location you are applying for on the application letter

Female candidates are strongly encouraged to apply and join our work culture that empowers every employee to share ideas and take responsibility. At Islamic Relief we think outside the box, we encourage ideas and give responsibility to all employees at all levels to help solve complex issues that we face. You will have many opportunities to be heard and take the initiative.



