



# NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAM

## VACANCY ANNOUNCEMENT

**Position** Human Resource Assistant

**Reporting to:** Human Resource Officer

**Duty Station:** Juba



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**Organization Profile**

Norwegian Church Aid (NCA) is an ecumenical, humanitarian, and non-profit organization mandated by churches and Christian organizations in Norway to work for global justice. Guided by the vision "Together for a Just World," NCA has been active in South Sudan since 1972, delivering lifesaving emergency assistance, long-term development programming, and strengthening community resilience.

NCA works through partnerships and direct implementation, with a strong commitment to gender justice, strengthening local capacity, safeguarding, and accountability to affected populations.

**Position Summary**

The Human Resource Assistant will support the Human Resource Officer in ensuring efficient, accurate, and timely delivery of HR services in alignment with NCA policies, the South Sudan Labour Act, and internal procedures. The role focuses on HR administration, personnel documentation, recruitment support, staff records management, and general HR operations to ensure the smooth functioning of the HR Unit.

This role requires strong attention to detail, confidentiality, teamwork, and the ability to work independently with minimal supervision.

**AREAS OF RESPONSIBILITY**

- Daily HR administrative support.
- Personnel records management in hard copy and digital forms.
- Recruitment coordination and support.
- Leave, attendance, and timesheet tracking.
- HR communication and staff support.
- HR compliance and documentation management

**Main Tasks**

HR Administration



- Maintain updated and well-organized personnel files (digital and hard copy).
- Assist in preparing HR documents such as contracts, confirmation letters, warning letters, and certificates of service.
- Support onboarding and induction of new staff and ensure all documentation is complete.
- Track staff attendance, leave balances, and monthly timesheets; report discrepancies promptly.

#### Recruitment Support

- Assist in drafting vacancy announcements and preparing longlists/shortlists.
- Coordinate written and oral interview logistics, including venue preparation and printing of materials.
- Communicate with candidates regarding invitations, schedules, and follow-up.
- Ensure proper filing of all recruitment documents for transparency and audit compliance.

#### HR Information Management

- Enter, update, and manage staff data in HR systems and databases.
- Scan, archive, and safely store HR-related documents.
- Maintain a high level of confidentiality regarding all staff information.

#### Employee Relations & Staff Welfare

- Support the HR Officer in organizing staff welfare activities, trainings, and HR briefings.
- Assist staff with HR-related inquiries and guide them to relevant focal points.
- Promote a positive and respectful work environment.

#### Other Duties

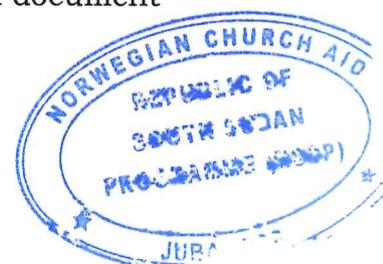
- Maintain active linkages with Administration, Finance, and Programme teams.
- Support HR audits, compliance checks, and internal controls.
- Perform any other duties assigned by the Human Resource Officer.

#### Functional Relationships

- Human Resource Officer
- Administration and Finance Teams
- Programme Teams

#### Professional role requirements

- Bachelor's degree in human resource management, Business Administration, or related field.
- Minimum 2-4 years' experience in a similar role.
- Understanding of HR procedures, labour law, and HR record-keeping standards.
- Strong attention to detail, confidentiality, accuracy, and organizational skills.
- Good computer skills, especially Microsoft Word, Excel, and document management systems.



- Excellent communication and interpersonal skills.
- Ability to work independently and under pressure.
- Good command of English

#### Behavioral Competencies

- Managing resources to optimize results
- Planning and organizing
- Ability to work under pressure and meet deadlines
- Flexibility and creativity
- Handling confidential information with integrity
- Accountability and reliability
- Teamwork, communication, and building trust

#### Application Procedure

Qualified candidates are strongly encouraged to apply.

Applications should be submitted through the link below:

[ncaco.recman.page/job/470905](http://ncaco.recman.page/job/470905)

Hard-copy applications may also be submitted at NCA Offices in:  
Kuajok, Aweil, Wau, Torit, Malakal, and Juba.

Deadline for receiving applications: 16<sup>th</sup> April 2026.

