

50-H-3  
 Approved by Senior Inspector  
 MOL/PROS/NT  
 Chat  
 09/11/2022



**External and Internal Vacancy Announcement - AADO**

Job title/Position	HR and Admin Assistant (HRAA)
Working hours per week	40 hours
Reports to	Head of Finance and Admin
Employment start date	ASAP (Maternity cover)
Reporting to position	None
Location	Juba
Closing deadline	28 <sup>th</sup> November 2022
Number of positions	One

**Introduction**

Across Africa Development organisation (AADO) is a national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, Woman Empowerment, and looking at Health and Wash as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe woman have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

**Job Purpose**

The Admin & HR Assistant is a part of the South Sudan operations team and provides day-to-day support in ensuring HR administration and operational support is met in a timely manner for the effective implementation of the RASS Activity. She/he is to ensure all Human Resources and Admin practices are in line with AADO Human Resources Manual and laid AADO Practices/Procedures and is to create a safe and healthy working environment for all AADO staff in Juba and report and/or advise any unsafe act by staff or that not a used by staff which may be harmful to staff safety.

With Support from Head of Finance and Admin, HR/Admin Assistant to oversee staff Admin matters on day to day running of Human Resources Department.

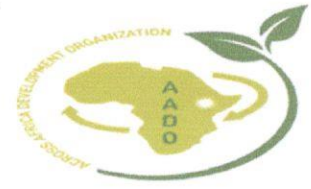
**Key accountabilities**

The duties and responsibilities of the HR & Admin Assistant includes the following;

1.0 Recruitment:

- Assist the HR and Admin Officer in updating the Recruitment tracker and ensure their weekly circulation to hiring managers;
- Maintain an updated roster of candidates;
- Liaise with relevant Government agencies on updated Government requirements on recruitment,
- Ensure the new staff timely submission of complete pre-employment requirements and completion of HR recruitment forms; liaise with field offices on this task;
- Ensure the completeness of all recruitment documents for new staff,
- Prepare and maintain auditable employee files for each position for unsuccessful candidates,
- Ensure the recruitment section of the HR report is updated monthly Payroll;
- Prepare and review payroll amendment memos before sending to Juba for encoding into sage;
- Provide timely feedback to Juba based counter parts on any discrepancies identified in the payroll memos and facilitate the correction of the same;
- Handle staff payroll inquiries and liaises with Juba HR team and other units on relevant issues; provide advice and support to staff in field on related payroll and benefits queries Ensure payroll deadline and ensure all policies are adhered to;
- Advertises posts, maintains a register of received applications; prepares shortlists of candidates with hiring manager;
- Help in developing in seeking approval of Job Advertisements from MOL;
- Ensure all leave forms are signed off and filled;
- Ensure that II signed contract copies are scanned and filled in each staff file both in soft and hard copy.





- 2.0 Performance Appraisal and capacity building
- Assist the HR and Admin Officer track completion of performance evaluation reports on semi-annual utilization report and follow up closely with all line managers for timely submission of these forms.
  - Under the guidance of the HR and Admin Officer, review the quality of performance objectives and provide support to supervisors on this.
- 3.0 Compensation and benefits
- Support the field office focal point for processing of terminal benefits for all departing staff and share with HR and Admin Officer/Head of Finance and Admin for review and approval.
  - Ensure the proper and accurate tracking of leave (track all leave).
  - Ensure terminal benefits for all departing staffs are processed and their review and approval at Juba level is facilitated.
  - Ensure the NSIF tracking sheet is prepared and sent to the relevant staff every month.
  - Ensure that the HR reports are shared with the HR and Admin Manager with Ccied to HoFA every month according to the set timelines.
- 4.0 Administration
- Filing — ensure all files are up-to-date according to the checklist
  - Act as the focal point for all workshop organizations that include planning, availing supplies, etc.
  - Act as the focal point for AADO staff Identification cards by coordinating issuance of staff IDs with Juba Administration unit,
  - Maintain and manage other AADO administrative procedures and files,
  - Focal point airport pick-up and accompaniments for AADO staff,
  - Translation services and Focal point for office visitors — interface between staff and clients Perform other duties, as needed, or requested by the supervisor,\*
  - Maintain and ensure all time sheets are collected from staffs; follows up with relevant staff/managers on timely submission of time sheets,
  - Ensure all new staff are inducted and oriented on various AADO policies.
- 5.0 Supervision
- None
- 6.0 Other responsibilities:
- Other as assigned by the HR and Office Officer/HoFA or HR and Admin Manager.

#### Person specification

1. A degree holder or Minimum of Diploma in Human resources management, or Business Administration with at least one year of relevant experience or Certificate in human resource management of at least 1 year of relevant experiences.
2. Candidates having professional qualifications such as Human Resources Management and Business Administration will be preferred.
3. Candidates having experience working with an International NGO will be preferred.
4. Experience and working knowledge of:
  - a) Computer software programs such as Excel, Word, MS Access
  - b) Staff Supervisory roles.
5. Good organizational, communications and interpersonal skills (Language skills; Fluency in English/Arabic s/ Other requirements: Motivates and able to work independently, a team player and willing to work in remote areas).

#### Job qualification Minimum requirements:

- a) **Confidentiality:** Ensuring the non-disclosure of any information whatsoever relating to the practices and business of AADO acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty,





- b) **Professional Standards:** the AADO and AADO workers must adhere to the values and principles outlined in AADO code of Conducts. These are Integrity, Service, and Accountability. In accordance with these values, the AADO operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-terror, Combating Trafficking in Persons, and several others.
- c) **Gender Equity:** AADO is committed to narrowing the gender gap and leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender sensitive security protocols and other supportive benefits and allowance.
- d) **Equal Opportunity Employer:** AADO is an Equal Opportunity Employer. AADO considers all applicants based on merit without regard to race, sex, colour, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

**Desirable:**

- Prior work experience in a high-profile crisis or conflict setting

**Application Procedure:**

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department [aadossd.hr.recruitment@gmail.com](mailto:aadossd.hr.recruitment@gmail.com) before 5:00 PM on November 28, 2022 with the subject line Admin & HR Assistant. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Organization office allocated opposite Ani pass Pharmacy on Gudele road, about 500 meters from the main road. It is near the administrative office for Upper Nile University.

