



08/11/2022



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: HR Assistant
Location: Juba
Grade & Level: EZ1
Contract Type: Fixed Term
Number of post: 1

DIMENSIONS:

- Providing support and information on areas of work covered in their remit.
- Implements departmental plans to agreed standards.
- Assists with the development of solutions to problems and responds to routine problems.
- Responds to and uses information received in a variety of formats from different sources.
- Some flexibility to anticipate and resolve challenges within departmental parameters in own work area.
- Day to day planning in line with departmental/divisional priorities.
- Communicates both internally and externally to give and receive information.
- Draw from a number of information sources to inform individual and group decisions.
- Solves basic problems, which have some variety, and takes decisions based on a number of possible options.
- Communicates widely within the department, with some Oxfam contacts and/or wider external contacts.

KEY RESPONSIBILITIES:

- a) Support the recruitment processes including, ensuring prompt long listing and short-listing by ensuring applications for positions are placed in the right folders, downloading CV's from I-grasp, preparing interview packs, contacting candidates, and writing regrets.
- b) Ensure that all HR documentation kept in personal files (paper and electronic) is maintained and archived in a consistent manner in line with minimum standards and data protection regulations.
- c) Maintains an up-to-date and accurate staff database in GOLD.

- d) Support in managing the medical scheme by ensuring medical invoices are captured in GOLD and submit payment to Finance each month
- e) Assist with medical reconciliation.
- f) Assist in updating the provident fund.

SKILLS AND COMPETENCIES:

- Diploma in HR or Business Administration or at least two years experience in HR/Office administration.
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- Strong computer skills including ability to work with windows competently and accurately. Email operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Efficient and organized
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands.
- Posses initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Takes responsibility for expanding own knowledge.
- Shares knowledge and improvements and may supervise the workflows of others

Deadline for submission of applications is 21 November 2022. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

NB: This position is open to all South Sudanese women.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.