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Laputit 8/3/2021

## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.JBA-2021/03/8/004



### Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

### Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

<b>Position Title:</b>	Human Resource Assistant-Data Management
<b>Reports to:</b>	Human Resource and Admin Manager
<b>Duty Station:</b>	Juba
<b>Contract Type</b>	6 months with possibility of extension depending on funding
<b>Eligibility:</b>	South Sudanese Nationals Only.
<b>Employment Start Date:</b>	1 <sup>st</sup> April, 2021
<b>Salary</b>	According to DRC DDG Salary scale
<b>Advertisement Closing Deadline</b>	26 <sup>th</sup> March 2021, 5:00 PM, EAT

### Overall purpose of the role:

The HR Assistant will be responsible for management all HR Data Management tasks in the department.

### Responsibilities and Tasks

The HR Assistant will perform the following tasks and responsibilities:

- Maintain and manage up to date and accurate staff data in DRC Dynamics
- Timely trouble shoots and resolve Finance staff data deviation issues in DRC Dynamics and ensure that service tickets are raised with HQ for more complicated issues.



- Timely register all country office new staff and ensure that all registration steps /tasks are strictly completed (Assigning a position Financial dimensions, reporting lines, assigning leave and compensation plans etc)
- Liaise with IT Focal person for configuration of new staff email addresses
- Timely terminate all country office staff in DRC Dynamics when contracts end and liaise with IT Focal person to close staff emails addresses.
- Check, correct and update all reporting lines in DRC Dynamics
- Check if all staff are correctly assigned to positions in the system.
- Check if all steps have been followed when staff contracts are extended
- Apply for leave on behalf of staff who cannot access DRC Dynamics
- Check accuracy of staff leave balances
- Generate reports (leave, performance appraisals etc) and share with Managers
- File all electronic files on HR SharePoint according to the Electronic Filing SOP
- Compile the HR API Report by consolidating inputs from the field
- Train new staff in applying and approving leave and conducting staff performance appraisal in DRC Dynamics
- Assist with filing of staff paper files
- Perform any other duties as assigned by the line manager;

### **Experience and technical competencies:**

#### *Essential:*

- At least 2 years' experience of HR and Administrative work;
- Experience in HR Information and data management
- Good understanding of the South Sudan Labour Law
- Excellent planning and organisational skills;
- Excellent written and spoken English;
- Strong computer skills particularly Microsoft Office packages, Internet and Email systems;
- Good interpersonal skills
- Flexible, innovative and ability to work both as an individual and as a team member and under stress;



#### *Desirable:*

- Good IT knowledge
- Experience in managing staff electronic files.



<p><b>Education:</b> At least a Diploma in HR Management, Information Management Systems or related Social Science qualification; Qualification in MS Soft packages, emails and other IT packages</p>	<p>Find the definition of DRC's Core competencies <a href="#">here</a> <a href="#">All DRC staff should master the 5 core competencies:</a></p> <ul style="list-style-type: none"> <li>• <b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li>• <b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li>• <b>Taking the lead:</b> you take ownership and initiative while aiming for innovation</li> <li>• <b>Communicating:</b> You listen and speak effectively and honestly.</li> <li>• <b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul>
<p><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Arabic</li> </ul>	
<p><b>Key stakeholders:</b> (internal and external) Juba and Field HR Focal Persons</p>	

## How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo).

### OR

Submit your hard copy application to the Human Resource department to the attention of **HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office**. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

### NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

