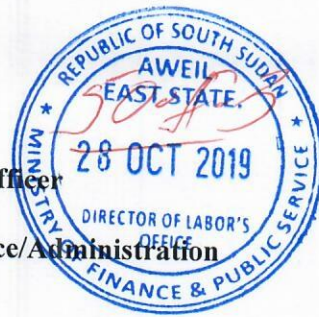


Vacancy Announcement



JOB TITLE: HR & Admin Officer
BAND/LEVEL/GRADE: 8B
Department: Human Resource/Administration
LOCATION: Malualkon
Overtime Eligible: Exempt
(per local law)



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BACKGROUND: IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women's protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women's protection and empowerment and ERD sectors.

Main Purpose of Job:

The HR/Administration Officer is responsible for ensuring that the day-to-day administrative operations and HR functions are performed in accordance with IRC policies, procedures and HR best practices. Provide advice and guidance to program managers and staff on HR policies and procedures. Take overall responsibility for personnel and benefit administration specific responsibilities include:

Main Duties:

Policy/Advisory/Management:

- Maintain a thorough knowledge of South Sudan National HR and administration policies and ensure consistent application.
- Provide timely briefings to staff on new policy developments, ensuring correct and consistent application through training, monitoring and appropriate follow up action.
- Provide advice and support to the Field Coordinator and project managers on human resources related matters, including but not limited to, recruitment, orientation, career development, performance evaluation, and separation.
- Periodically assist managers in writing or modifying job descriptions in accordance with programme needs.
- Monitor advice and act on disciplinary matters in accordance with established labour law and IRC south Sudan internal policies and procedures.
- Manage the Administration and HR functions in Malualkon and Panthou, ensuring the smooth implementation of HR/Administration functions.

Recruitment

- Check Personnel Requisition forms are completed correctly and forward to HR (Juba) for processing action.
- On approval of Personnel Requisitions register vacancy announcement with the state Labour authorities when asked to do so.
- Ensure all local advertising is undertaken according to IRC recruitment process
- Support HR manager and Coordinator in posting all vacancies on the public board through the state labour office process.
- Support managers in recruitment process in communicating and make appointment for interviews sessions.
- Responsible and focal person for all HR related correspondences from RRC/Dept of labour and other NGOs filling.
- Responsible for all personnel filling system and maintains updated filing systems.

- At the end of month receives all timesheets and keep all the records in systematically manner January to December order.
- Receives all recruitment documentation (CV, PRF, interview notes, reference checks and offer letter) for keeping on file.
- Ensure that employment contracts are signed and filed and copies returned to HR office in Juba for filing process.

Orientation

- Ensure that new staff are fully briefed on aspects of HR policy and Administration
- Co-ordinate a full orientation programme for new staff to the field and ensures that all appointment for the staff are completed all by the expected Managers.

Probationary periods

- Ensure that probationary evaluations forms copies are maintained on personal file.

Terminations/Separation

- Ensure all termination documentations are accurately completed before being forwarded to Field Coordinator and HR Coordinator for review.
- Confirm final salary and gratuity payments to staff that are leaving and prepare payment request form for final settlement.
- Provide support to Program Managers in interviews, taking notes as required and ensuring all feedback are provided.

Record Keeping

- Maintain up to date files for all staff in the field and ensure that these are regularly updated and maintained confidentially in a lockable cabinet.
- Maintain a database of all staff employed in the field.
- Maintain an up to date staff accrued leave database and guide program Managers on accrued leave utilization.
- Ensure complete and accurate timesheets are collected and maintained in the personnel files.

Payroll.

- Process Monthly Field Payroll accurately.
- Receive and verify timesheets
- Receive overtime calculation sheets and process overtime payments; included on the payroll

Liaison:

- Maintain regular contact with HR Coordinator (Juba) and Field Coordinator over HR/Admin issues arising in the office from both operation and programs.

Reporting:

Submit weekly report to Field Coordinator in relation to HR issues in the field office by highlighting the key issues including constraints, achievements and plans for the following week.

Responsibility for receipt and filing of performance reviews.

Confidentiality:

Ensuring the non disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Qualifications, Skills and Experience:

2 years HR & Admin experience – with a work experience with humanitarian organizations in HR and admin related position.

Bachelor degree in Human Resources studies, B/Admin/Certificate in business sciences is acceptable.

Should have worked in NGOs sector is must.

Functional skills and knowledge:

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with supervisors and team members to achieve results.

- Relates and works well with people of different cultures, gender, sex and backgrounds.
- Excellent interpersonal skills
- Flexibility and prepared to work additional hours
- Prepared to seek advice and guidance from HR Dept.
- Good time management skills and flexibility to continuously re-prioritise
- Ability to multi-tasking
- Ability to work consistently with other HR/Admin staff across IRC SS
- Innumeracy and organisational skills.
- IT / computer skills is an added advantage.

Languages:

- Fluency in English and South Sudan Arabic with an excellent working knowledge of the other language is of an advantage

Professional Standards

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality: IRC is committed to narrowing the gender gap in 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 allowances

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

The position is for: **South Sudanese national with all the national documents.**


How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the Juba IRC Head Office-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than **12th November 2019**.

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION HR & Admin Officer - Maluakon

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY



 REPUBLIC OF SOUTH SUDAN
 AWEL EAST STATE
 21 OCT 2019
 DIRECTOR OF LABOR'S OFFICE
 MINISTRY OF FINANCE & PUBLIC SERVICE
 Juba
 All the labor industrial
 of Juba is
 under the state