



The Rescue Initiative
South Sudan
TRI-SS

Apartment 8, Plot No 57,
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Juba South Sudan
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JOB ADVERTISEMENT

Position: HR/Admin Officer

Duty Location: Juba

Reports to: Executive Director

Proposed Start Date: 1st July 2025



BACKGROUND

The Rescue Initiative South Sudan (TRI-SS) is a National Non-Governmental Organization that works to alleviate suffering among vulnerable communities in South Sudan. TRI-SS implements integrated health, nutrition, and peace projects in Renk & Melut Counties of Upper Nile State; Gogrial West County of Warrap State; Pariang of Ruweng Administrative Area; Yambio, Nzara, Ezzo, Tambura, Nagero, Ibba, Maridi, Mundri East, Mundri West, and Mvolo Counties of Western Equatoria State; Kajo Keji, Yei, Lainya, Morobo and Juba counties of Central Equatoria State.

We have a long record of working with vulnerable communities in the most remote and hard-to-reach areas. Over the last 10 years, we have responded to natural and manmade disasters in Kajo Keji, Mundri East, West, Mvolo, Yei, Magwi, Lainya, Morobo, Yirol East, Maridi, Yambio, Tombura, Nagero, Akobo, Panyikang among others. Our approach to emergency response is grounded in the concept of the Triple Nexus (Emergency, Development & Peace). Moreover, our approach draws on evidence generated from the communities we serve, thus ensuring that the people affected and impacted by the problem are part of the solution. TRI-SS ensures that every response is sensitive to the existing beliefs, practices and existing coping mechanisms of the communities we serve.

TRI-SS has a long record in conducting credible evidence generation assessments including Ebola, COVID-19, Child protection and Public Health Emergencies. Our current donors include SSHF, The World Bank in Partnership with AEMFI and UNICEF SBC.

Activity Description

The South Sudan Humanitarian Fund, Reserve Allocation 2 (RA2) project aims to provide a gender-sensitive and inclusive health response for refugees, returnees, and host communities in Renk County. The project will use static health facility services and community-based outreach to address critical health needs, such as high burdens of diarrhea, malaria, and acute



respiratory infections. Key interventions include outpatient consultations, integrated disease treatment, mental health and psychosocial support, skilled delivery and antenatal services, immunization campaigns, and safe management of sexually transmitted diseases. The project will strengthen epidemic preparedness and early warning community-based surveillance and build the capacity of 38 frontline health workers. The intervention will benefit 36,698 individuals, including refugees, returnees, and host communities, with 55% being children. All services are coordinated with the County Health Department to reduce excess morbidity and mortality from epidemic-prone diseases and improve access to essential care.

Specific activities to be carried out by the HR/Admin Officer

1. Coordinate staff recruitment, on boarding and HR records.
2. Manage payroll, leave tracking, and performance evaluation systems.
3. Support administrative tasks and procurement documentation.
4. Ensure compliance with labour laws and organizational policies.
5. Any other role assigned by the line manager.



To qualify as HR/Admin officer, you will have:

Education: A bachelor's degree in business administration with HR Specialization

Experience: Three to five years of professional experience in Human Resources Management

Language Requirements: Fluency in both written English/Arabic

How to apply

Please submit your hard copies to our head office in Juba located at **Gudele 1 Block 4, Apartment 8, Plot. No 57. Near Zain outlet Boaba** or you can email your CVs to:

Triss.jobs@gmail.com on or before 10th June 2025.

Because of the urgency of this position, we may recruit before the closing date.

