



Munuki SDA Compound
P.O Box 247
Juba, South Sudan

Job Advert

Job Title:	HR Assistant
Qualifications:	Minimum Diploma in HRM or any related course in Business Administration or any other relevant area
Experience:	Minimum 2 years work experience in the related field preferably with Humanitarian Organization
Job Location:	Juba, South Sudan.
Direct Supervisor:	HRO
Closing date:	24th June, 2022 at 5:00pm South Sudan time

Introduction:

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected.*

Key Function: Under the direct supervision of Human Resource Officer, HR Assistant will be responsible for assisting in the on-going operation of Human resource department.

Main Functions:

1. Provide clerical and administrative support to HR executives regarding human resources issues, rules and regulations. Knowledgeable on HR Policies and interpersonal skills.
2. Help the HRO in circulation and postings new job adverts, Monitoring the datelines of the advert, timely longlisting of all the positions, participate in interview process, background and reference checks and finally preparing new employee files and organize orientation for new staff recruited, oriented and deployed to the duty locations per project.
3. Provide technical support in payroll and benefits administration, provide help in payroll preparation through relevant data such as deductions and absences and others plus minimizing payroll errors.
4. Maintaining and updating HR files and databases both hard and electronic copies to ensure complete staff files.
5. Preparation of the contracts,



6. Coordinate with finance on timely preparation of casual payment, timely collection, tracking and filing of timesheets.
7. With support of the HRO organize staff welfare and team building activities
8. On daily, weekly and monthly basis, report to HRO on the progress of the given assignments.

Performance Indicators:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management
5. Skills transferred to the other staff and gained skills from other colleagues
6. Interpersonal and communication skills

Other requirements

- Proven experience as a HR personnel
- Knowledge of basic recruitment procedures
- Knowledge of MS Office and databases
- Attention to detail
- Organizational and multitasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems
- Ability to work productively with limited supervision and under stress of deadlines;
- Ability to follow directives
- Ability to work as a member of a team;
- Ability to maintain confidentiality;
- Good written English and verbal communications skills;



Instructions for applications:

Email your application to jobs@adrasouthsudan.org . Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages and a one-page cover letter with Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding: ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.



