



### Organizational Background:-

Medicair is south Sudanese Non-Governmental Organization by South Sudanese Medical Doctors who come up with the idea of rendering services to the dire community needs.

Medicair is officially registered by Relief and Rehabilitation Commission, under laws of South Sudan, as a Non-Governmental Organization according to **NGO Act 2016 Reg. No:588**. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty and the organization working focus is of providing Health, Nutrition, WASH, Protect and Food Security and Livelihoods. Medicair is seeking for a qualified South Sudanese National to fill in the position of HR & Administration Officer to be based in Juba.

<b>Job Title</b>	Human Resource & Admin Officer (HRO)
<b>Reports to</b>	Human Resource Manager
<b>Positions</b>	One (01)
<b>Duty Station</b>	Juba
<b>Closing Date</b>	30 <sup>th</sup> September 2021
<b>Contract Duration</b>	One Year

### Job Summary

The Human Resources & Administration (HR&A) Officer will manage the day-to-day Human Resources and Administrative activities for the Medicair office. The HR&A Officer will provide guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative functions.

### Roles and Responsibilities include, but are not limited to:

- Assist the HR Manager in developing and overseeing the recruitment process by reviewing job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that documentation is collected and recorded/filed.
- Oversee all labour engagement for the office and manage the new hire orientation and exit process.
- Manage Attendant sheets, timesheets for office, ensuring timely submission, approval, accuracy, and filing.
- Ensure accurate filing system in the organization and participate in the spot-checks and audits.
- Participate in job analysis and update job descriptions and monitor compensation - ensuring internal equity & compliance and benefits.
- In Absentia of HR Manager coordinate with Finance Manager in the preparation of monthly Payroll. Review employee final payments for accuracy and compliance with labour laws.





- Advise Head of Operations Unit (HOU) and Executive Director on appropriate staffing levels and assist in budget preparation in absentia of the HR Manager.
- Ensure smooth running of all administrative functions in the country office including Office/premises maintenance as well as coordinates/organize and prepare minutes, reports and presentation for internal communication as instructed by the superior.
- Supervise the Junior administrative staffs in the office
- Manage and control the stock for the stationaries and kitchen stuffs ensure that the stock is enough.
- Evaluate the need for employee training and development and make recommendations.
- Oversee the coordination and implementation of annual performance reviews and guide Medicaid staffs on performance appraisal process.
- Work with senior management to resolve employee relations issues pragmatically.
- Follow up on disciplinary file and Investigate employee relations issues & work to ensure Human Resources related decisions are consistent and fair.

### 3. Required Level of Academic Qualifications, skills, competencies and relevant work experience-

- Diploma or Bachelor's Degree in Human Resources or related discipline, or equivalent combination of education and experience
- Minimum of 3 years and above experience in the field of Human Resources.
- Must be familiar with country specific laws and regulations governing Human Resources/Labor legislations.
- Proven and valuable experience in handling HR Software i.e HRIS.
- Excellent organizational and time-management skills
- Ability to work with managers to assess complex issues pragmatically.
- Ability to define problems, establish facts, analyze situations and make decisions.
- Excellent written and verbal English and local language skills.
- Ability to interact with and lead employees at various levels accompanied with team work skills.
- Strong understanding of confidentiality as it relates to Human Resources.
- Proficient in MS Office, including Word, Excel and Outlook.
- Must be a citizen of South Sudan.

#### How to apply

Please send your cover letter, updated CV including details of three referees and other accompanying documents to [operations@medicair-ssd.org](mailto:operations@medicair-ssd.org) and cc: [gatwechku99@gmail.com](mailto:gatwechku99@gmail.com). Hard copies should be hand delivered to Medicaid Head Office along Unity Road, Malikia Station Opp. Lukak building, Behind Eden Commercial Bank and Green Rokon, Atlabara A, not later than 30<sup>th</sup> September 2021 at 5:00pm.

Female candidates are encouraged to apply. Due urgency of the position, applications shall be reviewed on daily basis and the position may be filled before the closing date. Only shortlisted candidates will be contacted.

Medicaid does not tolerate harassment of any kind ie sexual exploitation and abuse, sexual harassment and discrimination. Successful candidates will have to sign and adhere to Medicaid's PSEA Policy, Anti-harassment Policy, Child protection policy and code of conduct upon taking the job offer.

