

Vacancy Announcement

50.1-1.3
Approved by
Slingpeter



Job Title	Human Resource Clerk
Band/ Level/ Grade	10A
Department	Human Resources and Administration
Location	Juba
Duration	1 year
Overtime Eligibility (Per Local Law)	N/A
Starting Date	4 th November, 2021



ABOUT THE IRC

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, and field offices in Lakes, Unity and Northern Bahr el Ghazal states, currently implementing programs in primary health care, community case management, nutrition, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Learn more about IRC in South Sudan here:

<https://rescuenet.rescue.org/Interact/Pages/Content/Document.aspx?id=2446>

JOB OVERVIEW

This position will support the delivery of the Human Resource management and Information system function. The HR Clerk will support the department on ensuring proper electronic information and archiving is in place. He/ She will report directly to the designated HR Officer.

Key responsibilities

HRMIS Support

- ❖ Ensure timely capture of all personnel information into the PROMISE system in terms of updating any personnel information and any revised changes on a daily basis.
- ❖ Transfer all manual information on existing files to electronic HRMIS system.
- ❖ Ensuring the accuracy of personnel data information on the PROMISE system (E.g position title changes, names etc.)

Manual Personnel Filing

- ❖ He/she will ensure there is general compliance personnel filing as per the procedures expected.
- ❖ Ensure that all missing personnel information of active staff is recovered and put on file.
- ❖ Receives all incoming new hire documents and puts them on file in a timely manner.
- ❖ Ensures that exited files are properly closed and kept safely.



- ❖ Every quarter, he/she is tasked to carry out spot audit for files to address any missing or unsigned documents.
- ❖ Receives any updated documentation from Personnel that should be put on file.

Contract Management

- ❖ He/ She will be responsible for tracking electronically the national full time regular contracts' database. (Considering latest hires, exits and gender segregation, etc.)
- ❖ Works with the field to ensure the validity of all national full time regular contracts.
- ❖ Supports the field with follow up on Contract Requests sent through Juba main office for approval in a timely manner.

Terminal Benefits

- ❖ Receives all exit documents including computation of all benefits in a timely manner for filing and record keeping.
- ❖ Computes and reviews all terminal benefits received from Juba and all other offices in a timely manner and shares this with the relevant Finance team for review and approvals.
- ❖ Completes the procession of payment documentation towards finance and brings the personnel file to closure.

Recruitment Management

- ❖ The HR Clerk will support the HR recruitment in scheduling interviews both oral and written in Juba and the field when requested too.
- ❖ He/ She will support on gathering all recruitment documents upon complete selection and onboarding to open a new hire file or update the existing file.

Performance Management

- ❖ Tracks all performance reviews/probationary evaluations from the field to Juba and notifies constant reminders to the staff accordingly.

Learning and Development

- ❖ He /She will ensure that any trainings especially related to HR are clearly documented and that attendance sheets are properly filed for future reference.
- ❖ He /She will support in the preparation of any meetings for follow up and ensure that all attendances for HR Related trainings are clearly documented electronically and manually (Eg IRC Way refreshers, Safeguarding Refreshers, etc).

TEAM COHESION

- ❖ Promote team spirit, cohesion, respect, and the IRC way standard for professional conduct among for all staff in the field with close cooperation.
- ❖ Any other duties as may be assigned.

Key Working Relationships:



- ❖ Position Reports to: HR Officer
- ❖ Position directly supervises: None.

Requirements

- ❖ Minimum 3 years of progressive Human Resource professional experience or equivalent education and experience.
- ❖ Must possess preferably a degree in Human Resource, Social Work, Public Administration, Education, or other related field.
- ❖ Minimum 3 years' experience within the People function, computer skills are required,
- ❖ Must be an independent thinker and have strong organizational skills.
- ❖ Demonstrated excellence in human resource management, particularly in a multi-cultural environment, including staff training, motivation, and handling discipline related cases.
- ❖ Ability to communicate in English and any two local languages.
- ❖ Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- ❖ Good negotiation, representation skills and the ability to work comfortably with an ethnically diverse team.
- ❖ Strong ability to innovatively solve problems.
- ❖ Excellent training and coaching ability
- ❖ Fluency in English required, spoken proficiency in Arabic is a plus.
- ❖ Ability to travel to remote field offices.



Key Competencies

- ❖ Must be able to function effectively in a complex work environment, setting appropriate priorities and handle competing priorities and pressure.
- ❖ Ability to carry out responsibilities independently with minimal technical support.
- ❖ Must have excellent interpersonal communication skills and professional patience and be able to interact and thrive in a diverse environment.
- ❖ Committed to staff training and development and effective at facilitation.
- ❖ Be responsive to needs expressed by all the field staff.

Working environment

- ❖ **Security level:** Yellow. The situation in the country is generally calm but can be tense and unpredictable; concerns include criminality, presence of armed troops, and looting.
- ❖ **Standards of Professional Conduct:** 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.
- ❖ **Narrowing the Gender Gap:** The International Rescue Committee 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 a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.



- ❖ **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 laws.

HOW TO APPLY:

Interested applicants should submit a **CV with 3 references**, a copy of their **national ID** and copy of academic certificates to the Human Resources **Juba** IRC Head Office-located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org NOT later than **5:00 PM of November 23rd, 2021**.

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

CLEARLY LABEL YOUR APPLICATION: HUMAN RESOURCE CLERK- JUBA

WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

