



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Human Resource Intern
Department:	Program Support
Location:	Juba
Reports to:	Senior HR Officer
Provides supervision to:	None
Starting date:	November 1 st 2023
Advert status:	External Advertisement

Job Summary

The intern's key responsibility is to provide support to the Human Resources functions and management. He/she works closely with the Senior Human Resources Officer and Human Resources Assistant.

Job Responsibilities

R1. Review of job descriptions (40%)

- With support from the HR team, support with standardizing all staff job descriptions across the organization.
- Maintain consistency and accuracy of the template as advised by the Senior HR Officer/HR Manager.
- Coordinate with respective head of departments, sector leads, HR focal persons in the field and Area Managers to address gaps identified during the JD migrations process.
- Proactively take necessary steps of actions when encountered with challenges.

R2. Records Management/Filing (40%)

- Supporting in filing of all staff documents into respective files following the established filing system.
- Ensure proper and updated HR records are in place. Update all staff files and ensure every document on the file checklist is filed. Separate the documents and categorize them in a neat manner.



- Ensure all HR documents are kept in a confidential manner and are securely locked in cabinets.
- Support the CO in preparations of HR audits, retrieve and issue documents and files as requested by auditors.
- Check leave forms to ensure that they are well completed and approved before filing them.
- In charge of 'digitization and Share point filing of all HR records and documents in line with CI Policy on document security
- Organize all staff files in the cabinet in alphabetical order.
- Work with the HR Assistant to ensure that the signed copies of staff letters are all filed and kept in confidential manger.

R3. Staff ID Processing (10%)

- Support the field teams by preparing that all ID requests are attended to in a timely manner.
- Keep proper records of the Staff ID numbers in the counter book.
- Report any malfunction of the ID machine to IT or the SHR Officer.
- Coordinate with the booking officer and HR focal point to ensure that printed IDs are dispatched to the operation sites.

R4. Staff Induction and Orientation (5%)

- Make sure that all orientation documents are available for new recruits.
- Prepare orientation schedule for new staff and ensure that the plan is followed by the staff.
- Make follow-up with the different departments in case of any delay.
- Arrange for office tour for all new staff.
- Guarantee that the orientation document or schedule is completed and filed.

R5. Support in other HR Operations (5%)

- Support the HR department in processing work permits for international staff.
- Support in drafting of vacancy adverts and securing of the necessary approvals from the Ministry of Labor
- Support in preparation of interview packages and when called upon sit in for HR during the interview sessions and compile of the interview reports.
- Ensure that all payroll information is availed to the Payroll Officer

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience, or on-the-job training:

- i. **Minimum Qualification required:** A Diploma in Human Resource Management, Organizational psychology, Organization Development, Business administration, or in any other related field.
- ii. **Technical Skills & Abilities:**
 - Good listening, understanding and communication skills.
 - Strong prioritization skills
 - Experience in use of electronic HR systems and high-level computer skills especially in databases, word, and spreadsheets.
 - Strong communication skills both written and oral English language.
 - Able to maintain high level confidentiality of the HR information and records.
 - Ability to meet deadlines.
 - Ability to widen learning horizon.



- Flexible with the ability to remain calm when under pressure.
- Able to pay attention to details.
- Must be approachable.

Key Relationship:

External:

- Ministry of Labor
- Rehabilitation and Relief Commission - RRC

Internal:

- Internal Department Support (Finance, Procurement, Admin, IT, PQ, Audit)
- Employees and managers/sector leads across the organization.

Working Environment / Conditions:

- Work environment: Office-based.

HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **24th October 2023** and Closing date of receiving applications will be **30th October 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

