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Approved

9/8
2021

JOB VACANCY

Job Title: HR/Admin Assistant (1 Position)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Field Manager
Technically Reports to: HR/Admin Officer & HR/Admin Coordinator
Supervising: Cooks/Cleaners
Working with: Finance, Logistics, HR and Program Team
Posting Date: 9th August, 2021

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Key Responsibilities

Objective 1: Support implementation of HR Policies.

- Ensure that each and every staff of Johanniter International Assistance has received, read and signed the HR Policies and procedures which forms part of the staff contract and that copies of these signed policies and procedures are filed in each staff's file in the field office.
- Ensure a fair and consistent application of HR policies and procedures in Wau office as well as South Sudan Labour Law.
- Request and follow-up the staff contracts for the field office and update thereof (renewal, terminations etc.) to ensure consistency in application of Johanniter's policies and the labour laws of South Sudan
- Track and monitor the volunteers' contracts, prepare and make a follow up of the volunteers' contract on the start and end date

Objective 2: Support staff Recruitment Process

- Assist in processing the recruitment by receiving the approved recruitment requisition form and register the advert at the state labour's Office for advertisements to draw the potential candidates including sharing electronic copy of the advert, public notice board.
- Assist in coordination of the recruitments process at field Office level by making coordination with other departments during recruitment ensuring transparency in the entire process
- Responsible for long listing of all the applications received and submit it to the HR/Admin





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manager for further review, and submission to the hiring managers for shortlisting.

- Assist in carrying out the induction and orientation process to all newly recruited staff, providing them with the staff regulations and other necessary HR Policies and procedure.
- Assist in processing the background checks for the final candidates during the interview process, write reports and present it to the interview panel for signing and deliberations on the suitability of the Candidates.

Objective 3: Manage contracts, and Volunteers payroll management

- Prepare the offer letters and send it to the selected candidates once signed by the relevant authorities (Head of Mission or his/her designate)
- Prepare contracts of employments for newly recruited staff in consultation with the HR/Admin Manager and monitor, track all the contracts and ensure timely extensions/none-extensions notice before expiry of the contracts based on the organizational needs.
- Maintain Personnel files and HR documentation ensuring that all personnel information is confidential and on lockable file/cabinet (signed contracts, staff dependent list/medical insurance form, Personal History Form, prevention to corruption policy, code of conduct, prevention of sexual exploitation and abuse (PSEA) policy.
- Ensure that Staff payslips are signed on a monthly basis and filed together with copies of the payrolls in the HR files at the field office level
- Ensure that all staffs' timesheets are collected and filed on a monthly basis from the field office

Objective 4: General HR and Administrative function

- Assist in providing necessary documentations (salary advances, staff monthly overtime sheets and leave data information) for the preparation of monthly Payroll to the HR/Admin Manager and supports the process.
- Maintain Personnel files and HR documentation at field Office Level ensuring that all the personals information are kept on the file (signed contracts, staff dependent list, PHF, annual leave form, and other copies of essential documents etc.) are maintained for future references.
- Ensure that all administrative documents are filed neatly and can easily be accessible at any given time when needed.
- Supervise the cook and cleaner of both office and guest house, making provision of items in both premises on a monthly basis and ensuring that they are fully functional and clean throughout and all essential supplies are available in stock
- Manage and files the Staff payslips and timesheets and ensure that they are all signed on a monthly basis and the signed copies are send to Juba office every month.
- Compile, manage and maintain an annual leave tracker for all national staff at field Office Level and ensure that it is up to date every day
- Responsible for preparation of the volunteers' payrolls every 15th of each month and share it with HR/Admin Manager for review
- Organize and obtain the work permits, visas, ID Cards, business cards, alien registration and other pertinent document for expatriates' staff and all visitors from HQ in the field office and Maintain accurate headcounts across the organization.





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- Make a field visit to the project site when need be for disciplinary proceeding

Essential requirements:

- Bachelor's Degree in Human Resource Management or Business Administration or Diploma in Human Resource Management or other related field.
- Minimum of **Two (2)** years of solid experience in Human Resource Management and administration in an NGO setting or relevant experience with a private sector.
- Professional in Excel, Words and computerised accounting.
- A Republic of **South Sudan national**.
- Fluency in English and Arabic. Knowledge of local languages will be an added advantage as **Local Candidates** will be of first priority.

Skills:

- Knowledge of South Sudan labour and legal systems is essential.
- Honest and high value of integrity
- Ability to Multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation and representation skills
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative
- **Language:** Fluent and good working knowledge of English and Arabic

Preference will be given to qualified candidates from/living in the aforementioned locations.

- **The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.**
- How to apply; Deliver your updated CV, Motivation letter, certificate copies, reference contacts of three former supervisors as well as job certificates if available and copies of your National ID as single document to the Johanniter Unfall-Hilfe e.v office; **Plot 172, Block B, 2nd Class, Ilangi Residential Area, Torit, Eastern Equatoria State, South Sudan. For location directives, contact: +211921058030.**
- Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **26th August 2021, 5:00 PM SSD Time.**
- **Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews**
- **DO NOT SUBMIT ORIGINAL DOCUMENTS**
- **All the photocopies will remain the property of Johanniter-Unfall-Hilfe e.V.**
- **Qualified female candidates are strongly encouraged to apply**



HR Assistant