



JOHANNITER

56-H-3,
Approved by Senior Inspector,
MOLIRSSJI
10/10/2023



EMPLOYMENT OPPORTUNITY: JOB VACANCY-RE-ADVERTISEMENT

Job Title: Administration/Human Resources Officer
Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance
Job Location: Wau Field Office, South Sudan
Posting date: **October 10, 2023** Closing date: **October 27, 2023**

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, 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.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee’s responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation’s care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

Job Responsibilities and Accountabilities

Overall job purpose

The job holder will support the provision of logistical support to the field offices while ensuring compliance with donor and organisational policies and procedures for effective programme delivery. S/he will be responsible for assisting with asset management, fleet management, inventory management, facilities management, and travel booking in close collaboration with program staff.

Reporting lines

Reporting to: Field Manager (first level supervisor)
Admin/HR Coordonator (Functional level Supervisor)
Supervising: Administration/Human Resource Assistant
Gives technical advice to: The National staff on policies and to the HR Assistant.
Receives technical advice: Admin/HR Coordinator

Tasks:

Strategy and Vision

- Actively supports the values of Johanniter and shapes work accordingly
- Contributes to the development and implementation of the global strategy of Johanniter International Assistance

HR Management





- Process, verify, and maintain documentation relating to personnel activities such as staffing recruitment, training, grievances, performance evaluations, and classifications
- Suggest advertising sources. Assist in writing and recommend placement of job advertisements in various media according to needs
- Interpret and provide guidance and instruction to support and program teams on HR processes, policies, workflow, and work unit priorities
- Provide employees with information about policies, job descriptions, working conditions, wages and opportunities for promotion and employee benefits
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives
- Conduct reference and background checks for new hires and discuss results with HR & Admin Coordinator
- Assist in the review and development and implementation of new and existing HR policies and procedures
- Serve as a link between the HR team and employees by handling questions, interpreting and administering contracts, and helping to resolve work related problems
- When applicable, contract with vendors to provide employee services such as health and life insurance etc.
- Identify training and development opportunities using staff performance and development plans as a standard and working with Unit Heads
- Process employee requests for external trainings while complying with policies and Procedures

Recruitment

- Co-ordinate the preparation of recruitment schedules for regular and volunteers positions
- Responsible for contacting short listed candidates and any follow up as necessary
- Coordinate the preparation and make available all relevant materials for position interviews i.e. job descriptions, interview questions and all materials necessary for the interview.

Onboarding and Orientation

- In liaison with position supervisor and other department heads, coordinate the preparation and implementation of orientation schedule for new staff
- Responsible for ensuring that new staff completes all relevant documents for the personnel file
- Responsible for making workspace and work tools arrangement for new hires working with the logistics team
- Responsible for coordinating relocation allowances for new and existing hires

Contract Management and legal requirement management

- Manage contracts of Johanniter regular employees and volunteers through initiating initial contracts of employment, monitor and track all contracts and ensure that extensions are done on time as necessary, issuing renewal notices/ non-renewal notices based on the organizational needs
- Maintain personnel files and HR documentation ensuring that all personnel information is on file (signed contracts, staff, and dependent(s) data, PDCF (Personal Data Collection Form), etc.
- Maintain HR database for both regular employees and volunteers, and prepare regular (monthly) staffing/HR reports.
- Follow-up of staff dossiers in terms of NSIF dossiers of each employee and do monthly reconciliations of the NSIF database and report to the Field Manager/HR Coordinator every month



- Ensure that staff payslips and time sheets are prepared and signed monthly and filed together with copies of the payroll in the HR files and all the timesheets are collected from all staff and filed



General HR and Administrative function

- Ensure the implementation and maintenance of the filing systems for staff by ensuring that staff files are up to date, that proper documentation procedure was followed, and to ensure the HR team conducts a regular audit of the same
- Ensure pro-active, regular, and relevant communication flow within the HR department and other departments/ units
- Administer Johanniter database/payroll, and initiate payroll related transactions ensuring that processing of the payroll is completed and submitted to the finance department for payments/transfers by the 20th of every month
- Compile, manage and maintain an annual leave planner for all national staff with quarterly updates as well as manage and update leave and R&R records for expatriate staff ensuring that all records are in the files for any future references
- Supervise the HR Assistant and oversee the management and supervision of the cook and cleaner of the guest house and the cleaner in the office, making provision of items in both premises monthly and ensure that the guesthouse is fully functional and clean at all times and all essential supplies are available in stock

Person Specification:

Professional Qualification and Experience:

- Education: Bachelor's Degree in Human Resource Management or Business Administration from a recognized University
- Experience: At least four (4) years of professional experience in Human Resource Management and administration in INGO, especially in South Sudan
- IT Skills: Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange), etc.
- Ability to use software and other information systems and databases to insert data, make inquiries, retrieve/define ad hoc reports, and analyses and edit results in an appropriate format.
- Office Management Skills: Systematic, well-structured, and efficient approach to work assignments.
- Possesses analytical ability, accuracy, and consistency.
- Exercise diligence and care in dealing with staff records and concerns
- Interpersonal Communications and Teamwork Skills: The incumbent must possess a cooperative spirit, flexibility and openness to work in an international environment and tact, and the ability to establish and maintain effective working relationships with people of different national and cultural backgrounds

Other Skills

- Ability to remain productive when under pressure
- Comfort working collaboratively with team members to achieve results
- Ability to relate and work well with people of different cultures, gender and backgrounds
- Ability to plan his/her own work on a daily/weekly/monthly basis
- Attention to detail and timeliness in reporting
- Team player
- Ability to work with minimal supervision
- Strong working knowledge of English (spoken and written) and a functional understanding of Arabic is a plus



This position is for only **Qualified South Sudanese National with all the Nationality Legal Documents.**

How to apply:

Please send your application and CV to this email address: hr.southsudan@thejohanniter.org or hand deliver your updated CV, Motivation Letter and certificates to Johanniter Wau Field Office, located in Wau town not later than **October 27, 2023 by 5:00pm** South Sudan Standard time.

Please indicate the **title** of the position you are applying for on the envelop or in the subject line in the on email and only shortlisted candidates will be contacted for the interview.

Due to urgent need to fill this position, we will be reviewing the application on daily basis.

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

Please for those who previously applied for the above mentioned position, you are kindly advised not to apply again.

