

Position type: Administrative/HR officer

Number of Position: One

Duty Station: Ajuong Thok, Ruweng Administrative Area

Contract type: Fixed term with possibility of extension depend on funding & performance

Employment start date: 1st January 2023

Advert Closing deadline: 16th December 2022

JOB ROLE:

Under the guidance and direction of the Area Coordinator, the HR/Administrative officer will be in charge of HR and Administration issues in LWF Ajuong Thok Field Office.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Unity.

KEY RESPONSIBILITIES:

1. Recruitment

- Lead in field level recruitment processes ensuring that necessary approvals are sought in compliance with policy guidelines.
- Administer HR related documentations such as contracts of employments, end of contract notice and approved administrative corrective measures
- Prepare reports and presentations on HR-related matrix like the aggregate number of hires by the department
- Actively participate in clusters HR meetings and other forums relevant Administration and HR, to ensure that LWF complies with relevant circulars and labour laws
- Be the first point of contact for ALL HR related issues in the Field Office

2. On boarding and Induction:

- Responsible for planning and ensuring systematic induction for all new employees.
- Ensure that induction plan is signed off and filed in the personal file of all employees.

3. Leave management:

- Track leave database, eligibility, availed and closing balances of leaves for the field Office in excel format
- Provide this information on monthly basis to the HR Coordinator and Ajuong Thok Field Management for payroll input.

4. Incentive Processing / Payroll and contract staff payroll information management

- Provide payroll inputs such as attendance summary, leave summary, other deductions to payroll incentive workers wise in specified format for processing payroll.
- Prepare and share contract staff payroll information with HR Coordinator and Area Coordinator

5. Employee data Management

- Maintain the complete data base of all employees in payroll in specified excel sheet and update them regularly with any changes
- Maintain and update the Field Office master data base of national employees and incentives
- Ensure relevant HR databases are maintained and updated, accurate and complies with relevant internal and local authorities' guidelines and regulations

6. Performance Management

- Track national staff Probation reviews with timelines and ensure outcomes are communicated formally
- Communicate/ share with staff the process of annual / midyear appraisals, receive, verify the forms and share the Field Office consolidated forms with HR Coordinator in Juba.
- Ensure that incentive staff contract renewals are done in a timely manner.

7. Employee Engagement

- Coordinate and manage a wide range of employee engagement activities on regular basis
- Collaborate with Area Coordinator or designate on activities that will maximize employee engagement and satisfaction
- Organize and facilitate the monthly – quarterly – half yearly – yearly staffing reviews
- Support the various functions during the onboarding of new joiners to ensure the orientation process is properly completed

8. Employee Separation

- Ensure resignation letters are received for employees/incentives who intend to leave.
- Conduct exit interviews in specified formats and share with Area coordinator on a monthly basis.

9. Prepare HR report and support HR Coordinator on Annual Audits.

- Prepare monthly HR report and share with HR Coordinator for consolidation and support HR Coordinator in Annual Audit preparation.

Administration Tasks:

- Responsibility for smooth functioning of the office and portrayal of professionalism- compound cleanliness, and management of visitors
- Maintain clear filing records system for all administrative issues
- Ensure that rooms, office and compound fence are well maintained
- Ensure that the base is kept clean and safe for habitation at all times
- Ensure that base facilities are well maintained including generator, lighting, taps, pipes etc

- Work with drivers to ensure that all vehicles are well maintained and equipped with garbage bins and first aids kits and that people are familiar with how to use the contents.
- Ensure drivers make all the necessary checks before driving from the compound
- Supervise security guards, drivers, cooks and cleaners and to ensure that they execute their daily duties and Manage their performance planning and review
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- Arrange representation, meetings, dinners, workshops, both in-house and with external participants
- Undertake any other duties as may be assigned to by Area coordinator

Qualifications and Experience:

- Degree in Administration/Human Resources Management/Management or related field
- At least 4 years' experience in an INGO in similar roles
- Strong organizational skills and ability to operate professionally
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage
- Team Building and ability to work under extreme pressure
- Excellent computer skills especially word, excel and power point; internet
- Strong reporting and writing skills

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office by email to Recruitment.southsudan@lutheranworld.org.
- Hand delivery is accepted in Ajuong thok office. Applications by email should come with the subject 'Application for Administrative/HR Officer'. Emails or applications that don't have that in the subject box will not be considered.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews. Due to the urgency of the position LWF shall shortlist on a rolling basis.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.



Approved by labor and public services and RAC