



## Job Description for Human Resource and Administration Officer

**Job Title:** HR and Admin Officer  
**Reports To:** Country Director  
**Location:** Juba  
**Starting Date:** As soon as possible  
**Duration:** 1-year renewable

**Application deadline:** 24<sup>th</sup> March 2023

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MOL  
APPROVED  
  
09/03/2023  


### BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

We are therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join our South Sudan Programme as an HR and Admin Officer to be based in Juba.

### JOB PURPOSE

Responsible for providing human resource and administrative support to the program and ensure day to day administrative functions of the country office are well coordinated.

### DUTIES AND RESPONSIBILITIES

#### 1. Human Resource Management

##### Key Responsibilities

- Responsible for providing support in the recruitment process from advertising, shortlisting to the selection of suitable candidates.
- Coordinate the orientation and on-boarding process for new staff including coordination of a 'buddy' to assist them to adopt to the program culture and working environment.

Tel: +972 (3) 947-7766  
Fax: +972 (77) 555-8809  
info@israaid.org

israaid.org



IsraAID is a registered non-profit organization in Israel (Amuta/Org. 580472959) and in the United States as a 501(c)3 (EIN 462118225)



- Responsible for management of staff remuneration and benefits, ensuring alignment with government laws and regulations.
- Responsible for coordinating staff performance management including goal and other performance management processes through the line managers.
- Responsible for personnel files and ensure staff documents are stored in their personnel files, the information is updated in the system, confidentiality is maintained and ensure adherence to the IsraAID HR manual and all related legal procedures.
- Responsible for down streaming and creation of awareness of the organization policies to staff and oversee adherence.
- Responsible for human resource welfare and management and facilitate the process to support staff to deal with psycho-socio issues like stress management
- Acts as the contact person for staff queries and inquiries concerning benefits and other statutory entitlements.
- Support the coordination of trainings in the country office and track staff development and annual leave plans
- Provide administrative support to meet the needs of the office.
- Prepare monthly HR metrics and reports including leave, performance management and staff statistics.
- Organize and coordinate wellness sessions for staff when needed.
- Ensure staff are properly equipped with working resources including computers/ laptops, printers and adequately equipped offices as per project needs.

## 2. Administration

- Responsible for the management office administration functions and the focal point for all operational needs for efficient office operations.
- Responsible for the management of assets including ensuring that the assets of the organization are identified, listed and maintained ensuring adherence to IsraAID asset management policies.
- Ensure service and repair of computers, photocopiers, and printers



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- Responsible for organization's leases, contracts and renewals, ensuring that all leases are legally drawn up and are in force or ended on a timely basis.
- General office management and supervision of contracted staff and service providers in the office

#### REQUIRED EXPERIENCE AND TECHNICAL COMPETENCIES:

- At least a bachelor's degree in human resource management, management. Minimum 3 years of demonstrated working experience as an HR practitioner with demonstrated sound office Administration management experience in the not-for-profit sector/UN Agencies
- Proficient in the use of MS Office, and HR systems/databases.
- Organized and Analytical with attention to detail and process-oriented person
- Independent thinker and Team player
- Ability to manage and prioritize a high workload and multiple tasks with tight deadlines
- Independent thinker with good interpersonal skills to establish strong working relationships with colleagues
- Fluency in written and spoken English

To apply for this position, please send your CV (Max 2 Pages) to [ssdhr@israaid.org](mailto:ssdhr@israaid.org)

Please note that CVs longer than 2 pages will not be considered

*Please use the following title as subject: CV\_Name\_HR& Admin Officer*

*We regret to report that only candidates eligible for an interview will be notified*



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