



Windle Trust

International

Education transforms society

Approved
28 SEP 2022
[Signature]

JOB OPPORTUNITY

JOB TITLE:	HR Assistant- Intern
LOCATION:	Juba
LINE MANAGER:	HR Manager
Partnerships	Logistics & Admin Officer, Project Coordinators, and Finance Officers
APPLICATION DEADLINE	October 13, 2022, 5PM CAT

INTRODUCTION

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

ROLE PURPOSE

Under the direct supervision of the HR Manager, the HR Assistant-Intern will support the HR department in duties like recruitment, induction programme, personnel filing, performance management, policy dissemination, updating HR database and responding to staff requests.

Duties and Responsibilities

Recruitment, Selection & Induction

- Assist in the recruitment process of positions, such as advertising, screening of applications, scheduling tests and interviews, and following-up with the candidates.
- Conduct reference checks for the prospective candidates.

- Develop a standardised induction programme in consultation with HR Manager and departmental heads.
- Coordinate with relevant departments and ensure new staff are provided with WTI ID card, email, and relevant documents upon starting their positions, including signing of Job Description, contract, and compliant policies.
- Organise hard & soft copies of personnel related data, recruitment and other files for audit and filing purpose.
- Update employee database.

Human resources policies and procedures

- Work with the team and supervisors in achieving HR minimum standards in compliance with South Sudan Labour Laws.
- Prepare and maintain all personnel leave, leavers, and performance reports records, maintain all confidential documents pertaining to personnel and HR matters under lock and key with limited access to authorised personnel only
- Update employee database.

Contract management and documentation

- Prepare contracts of staff.
- Remind budget holders three months about end of contracts or service.
- Update staff files both hard and electronic.

Performance management

- Follow up with supervisors to ensure all staff set and submit goals for filing.
- Remind supervisors of regular performance reviews and annual performance evaluation.
- Encourage constructive feedback to staff by supervisors during performance reviews.
- Make sure evaluations are properly archived.
- Identify training opportunities through performance management cycles interactions with staff by supervisors.
- Conduct training needs survey and plan training calendar for staff training.
- Maintain updated training register.
- Support in the disciplinary process.
- Maintain up to date WTI staff files with required documentation.

Exit management process

- Conduct exit interviews for the leavers
- Coordinate with Logistics & Admin Officer to ensure smooth handover process.
- Issue certificate of service after complete clearance.

Work permit

- Provide staff with regulatory requirements for work permit.

- Process work permit for international staff
- Perform *other related duties as required*.

Qualification

- Bachelor of Human Resource Management from reputable institution.
- Knowledge of HR processes, systems, policies, and procedures is preferred.

EXPERIENCE AND SKILLS

- Basic understanding of Microsoft Office products (e.g., Word, PowerPoint, Excel, and Teams)
- Genuine interest in human resources or related fields
- Strong interpersonal and written communication skills.
- Ability to build meaningful relationships with members of the team.
- Prioritize tasks and responsibilities.
- Be self-aware, identify and correct mistakes, and not afraid to ask questions
- Be active in seeking out ways to develop self and gain new knowledge personally and professionally.
- Intuitiveness and an ability to identify and solve complex problems.

THIS POSITION IS FOR SOUTH SUDANESE NATIONALS ONLY.

Qualified women are strongly encouraged to apply.

Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to Jobs@windle.org.uk copying MalishJohn@windle.org.uk and William@windle.org.uk

Application Deadline: October 13, 2022 at 5PM CAT

- Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

NB: Only shortlisted candidates will be contacted.