

M.O.L



South Sudan Program  
Plot 709 3K-South, Behind Phenicia Supermarket,  
Off Ministry Road, Kololo Juba.

## VACANCY ANNOUNCEMENT

<b>POSITION TITLE:</b>	Human Resources and Administration Assistant
<b>NUMBER OF POSITION:</b>	One (1) post
<b>DUTY STATION:</b>	Juba, Republic of South Sudan
<b>REPORTS TO:</b>	Human Resource Officer
<b>STATUS:</b>	Full Time
<b>START DATE</b>	As soon as possible

### COUNTRY PROGRAM OVERVIEW

The overall objective of the ALIGHT South Sudan program is to assist the South Sudanese to respond to community needs. To achieve this objective, ALIGHT implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Prevention programmes and Livelihood activities. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives. ALIGHT currently has program activities in Aweil West, Aweil Centre, Ulang, and Kajo-keji Counties.

### PRIMARY PURPOSE OF THE POSITION

The human resources and administration assistant is responsible for supporting the human resource department to provide general and routine HR/Admin support to the department ensuring efficient and effective functions.



## Major Areas of Accountability

### Records Management:

- Ensure originals of all documents are in Juba personnel files (contracts)
- Ensure recruitment documentation such as Employees Request Form; Job Description; application; shortlist grid; references; employee data form; bank information form; passport photos are available for filing in the Employee file
- Input all new personnel details into the HR database/software
- Ensure all the Staff Performance Appraisal Forms are all filed in respective staff files

### Recruitment & Selection:

- Support in the recruitment process by sending intimation to short listed candidates for written test/interview.
- Scheduling of interviews and arranging all the documents required for the activity to take place
- Prepare set of all induction forms, copies of relevant copies and other documents for all new staff and guide them on completing the same. Support the HR Officer in on boarding process.
- Participate in interviewing for Grade 1 positions or below

### On Boarding:

- Timely process identity cards for all ALIGHT staff and follow up on payment of the service provider in line with the organizational policies

### Preparation of regular HR Correspondences to field locations:

- Provide support in leave tracking of ALIGHT Juba staff
- Preparation of monthly leave summary reports and forwarding the same to HR officer for compilation
- Receiving monthly timesheets and extracting leave information
- Filing all the leave forms in their respective files
- Receiving ID requests for new staff and forwarding to the same to administration for processing.
- Dispatching ID cards to relevant staff.

### HR Administration:

- File HR documents and other related correspondences
- Support the department on logistics as required

### Staff Exits:

- Ensure that the clearance form for exiting staff is duly signed/cleared by all department and receive all IDs and insurance cards for exiting staff
- Accurately complete the indemnity form with HR officer, review and sent to respective exiting staff for signing

### Processing Visas, registration, work permit and travel authorization:

- Responsible for processing all visas, alien registration and travel permits for international staff and visitors.



- Responsible for securing approvals of all Expat staff Travel Authorization Forms, R&R leave request form and other documents with the respective departments.
- Assists with processing of travel reimbursement claims for international staff and visitors.
- Responsible for processing of expat Work Permits and Police Clearance Certificates.
- Liaising with South Sudan Immigration, Ministry of Labour and other government departments on all matters relating to visas, alien registration, work permit and travel permissions.
- To maintain and update visa, registration, and work permit status report.
- Willing to do other official tasks as may be required by supervisor.

### EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- A minimum of Diploma in human resources, Social Sciences or related field
- Two years relevant working experience in Human Resources and Administration
- Computer skills in Microsoft office (word, Excel) and the internet
- Good written and spoken English skills
- Good analytical, organization, planning and communication skills
- Good interpersonal skills
- Record keeping skills
- Excellent communication skills including excellent writing skills
- Good interpersonal skills

### KEY BEHAVIORS AND ABILITIES:

- High level of confidentiality
- Ability to work in a team
- Remains clam and positive under pressure and in difficult situations
- Aware of impact on others and adjusting own behavior accordingly
- Tolerant of difference – cultural sensitivity in relation to its impact on HR

### HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in **Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan**. Applications can also be submitted to the following email address: [recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG)

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

**The Deadline for receiving applications is 20<sup>th</sup> December 2022 at 4:30 pm local time.**

