



Approved
8/10/2024

INTERNSHIP OPPORTUNITY- ADVERTISEMENT

Internship Title: Human Resource and Admin Intern

Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location: Torit Field Office, Eastern Equatoria State

Posting date: 8th October 2024 **Closing date:** 16th October 2024

Job Responsibilities and Accountabilities

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 for Interns includes Safeguarding aspects. We have a zero-tolerance policy when people cause harm to others. Interns who misbehave or are complicit are held accountable for harmful actions. It is the Intern'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.

Overall Terms of Reference for the Intern:

The Intern will have the HR and Admin hands-on training directly under the guidance of the Field HR and Admin Officer and in close coordination with the HR & Admin Staff at the Country Office-Juba, and the Field Logistics staff as well. He/she will maintain absolute confidentiality in all HR & Admin matters as required by the profession and the organization's code of conduct.

Key Areas of the Training:

- Performance management process and procedures as directed by the HR/Admin officer
- Effective coordination of HR functions with other support departments and programs.
- Application of professional HR Ethics; confidentiality, fairness, impartiality, health and safety etc. and application of other aspects like time management, teamwork, effective communication and collaboration, effective planning and organization.
- Johanniter HR policies and procedures and practical ways of ensuring that staff adhere and comply to them.
- Application of the recruitment cycle, policy and procedures for regular and casual employees
- Participate in Staff, Volunteers and casuals contracts management and filing in the personnel files.
- Prepare and participate in Induction and orientation of new staff (follow up on the schedule and the necessary documentation)
- Leave management (Procedures of applying for leave and filing of the approved leave form)
- HR Information management; how to maintain personnel files, medical insurance data management, filing and documentation etc.



- Administration; processing alien registration for expatriate staff, flight and Hotel booking, facility management e.g., Office and Guest House, requisition of office supplies and equipment etc.
- Employee engagement; how to organize general and department meetings, trainings, team building events etc.
- General Office Managements(Response to the daily queries, Stationary Requests, and consumer-ables).
- Taking minutes of the bi-weekly standing meetings and share with the HR/Admin Officer for review and sharing with the rest of the staff.
- Maintain Professional Office environment

Person Specification

- A Fresh Graduate from a recognized Institution, with a Bachelors Degree in Human Resource Management or Business Administration.
- Recent graduate, preferably no more than three years from graduation time.
- A South Sudan national, preferably a resident of Torit town
- Familiarity with MS Word, MS Excel and Outlook.

Skills

- Ability to remain productive when under pressure
- Fluency in English required with ability to communicate in Arabic
- A systematic and efficient approach to work
- Comfort working collaboratively with team members to achieve results
- Ability to relate and work well with people of different cultures, gender and backgrounds
- Good communication skills
- Ability to plan his/her own work on a daily/weekly/monthly basis
- Attention to detail and timeliness
- High emotional intelligency and good temperament.
- Open and willing to learn
- 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

Please note:

This ToR is dynamic and can be adjusted in interest of learning therefore the intern is obliged, apart from the above-cited areas , to fulfil - on demand by his/her supervisor – other tasks/areas of learning that belong by its character to this post or are necessary due to operational needs.

It is Johanniter's responsibility to create an environment built on integrity, respect and accountability, in which all staff and volunteers are comfortable to work and feel safe. We have a zero tolerance policy when people cause harm to others. Those who misbehave or are complicit will be held accountable for harmful actions. It is the employee's/Intern'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.

The position is open for: SOUTH SUDAN NATIONALS ONLY

How to apply;

Hand deliver your updated CV with three recent professional Referees, motivation letter and certificates to **Johanniter Torit Field Office, Located in Hai Morwari Residential Area - Opposite CDOT** not later than **2:30 pm of 16th August 2024 South Sudan Standard time.**

Please indicate the Title of the Position you are applying for at the cover of the envelope and only shorted listed candidate will be contacted for the interview.

DO NOT SUBMIT ORIGINAL DOCUMENTS:

All the photocopies will remain the property of Johanniter International Assistance

