

*Approved*  
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VA released date: June 13, 2024

## Vacancy announcement



Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young, motivated candidate to fill the position of **Human Resource Assistant** to be based in Juba Coordination office, under the supervision of the **Human Resource & Administration Manager**

<b>Job Title</b>	: HR Assistant (National Position).
<b>Job Location</b>	: Juba (Central-Equatorial State)
<b>Report to</b>	: HR & Administration Manager
<b>No. of Position</b>	: One (1)
<b>Starting date</b>	: As soon as possible
<b>Deadline</b>	: 05 <sup>th</sup> July 2024



### Overall Responsibility:

The Human Resource Assistant is responsible for providing support to the HR and Administration of the Programme Office in Juba South Sudan and works in close cooperation with the HR & Administrative Manager of Country Office.

### KEY HUMAN RESOURCES & ADMINISTRATION TASKS:

- ✓ Act on behalf of the HR manager in his or her absence.
- ✓ Follow up with staff on monthly submission of Timesheets in a timely manner.
- ✓ Assist HR Manager with the preparation of supporting documents for employment contracts and amendments
- ✓ Support in following up issues related to Visas, Entry Permits, Resident Permit, Travel Authorisations for expat staff.
- ✓ With support from the HR Manager, monitor and remind relevant staff and line managers of timely probation reviews and annual appraisals, to collect and document results and decisions/action plans.
- ✓ Coordinate staff exit arrangements for staff ending work with the programme, with particular attention given to the return of Malteser property and correct calculation of leave and other entitlements in close consultation with HR Manager & Finance staff.
- ✓ Coordinate and facilitate confidential investigations into all matters related to issues requiring the consideration of disciplinary measures, in support of the Project Manager who takes the final decision.

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- ✓ Review and file all Human Resource and Personnel documents, correspondence and contracts and general administration. Keep project folders up to date.
- ✓ In collaboration with the logistics team, arrange staff social function
- ✓ Be an active role model towards team & population, by adhering to a healthy personal behaviour and lifestyle. Maintain a non-judgmental and supportive attitude towards colleagues regardless of their background.
- ✓ Take responsibility in representing Malteser International towards the local population, authorities and other (I)NGOs.
- ✓ Keep record on personnel information, annual leave, home travel and other allowances.
- ✓ Assist the HR Manager in the recruitment process of national staff in accordance with the Malteser International General Employment terms
- ✓ Follow up strictly with induction process for all new Malteser International employees (national staff) including explanation of the contract with its annexes (Code of Conduct against Sexual Exploitation, Fraud and Corruption Strategy, Whistleblowing policy, Social Media Guidelines) and provide a 'welcome pack' (incl. Contract, T-Shirt, ID Card etc)
- ✓ Prepare and regularly update staff contact list. Ensure that the address and phone list is updated.
- ✓ Ensure that all staff members have a valid Malteser International ID
- ✓ Maintain a "client-friendly" atmosphere that is non-judgmental and supportive of clients regardless of their background, with special attention for respect of medical confidentiality.
- ✓ Adhere to and respect Malteser International guidelines and code of conduct.
- ✓ Carry out any additional tasks in accordance with the programme needs as requested by the HR Manager.

### Representation and coordination

- ✓ Maintain confidentiality towards third parties of all office (financial) procedures and data.
- ✓ Liaise with HQ HR based on need/suggestion from HRM for support regarding technical HR issues.

### Other tasks and responsibilities

- ✓ Adhere and respect Malteser International guidelines and code of conduct
- ✓ Participate in office work with colleagues as a good team player
- ✓ Be an active role model towards staff and people we serve by adhering to a healthy personal behavior and lifestyle
- ✓ Maintain a "client-friendly" atmosphere, that is non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background.
- ✓ Carry out all additional tasks in accordance with the Programme needs as requested by the HR

/Administration Manager



### Qualifications & Experience:

- ✦ Higher Diploma or Degree in Social Sciences, Law or related field.
- ✦ A minimum of 2-3 years of progressively responsible and previous work experience in Human Resource Management
- ✦ Excellent communication and people skills
- ✦ Aptitude in problem-solving
- ✦ Desire to work as a team with a result driven approach
- ✦ Patience and understanding to work with and develop the capacity of team member
- ✦ Experience delivering programs to tight deadlines. in (MS Office, Excel, Word and Power Point).
- ✦ Good Knowledge of South Sudan Labour Laws and employment procedures
- ✦ Able to work independently and with great integrity & honesty.
- ✦ Excellent communication and people skills
- ✦ Ability to work as a team with a result driven approach
- ✦ Patience and understanding to work with and develop the capacity of team member
- ✦ Experience delivering programs to tight deadlines.
- ✦ Commitment to abide by MI SSD HR policies and values.

### How to apply:

- ✦ Interested qualified South Sudanese nationals who met the above requirements (Preferably those staying in Juba) should submit their applications strictly by email addressed to; [mb.hr-southsudan@malteser-international.org](mailto:mb.hr-southsudan@malteser-international.org)
- ✦ Please indicate the job title in the email subject line.
- ✦ The deadline for application is on **05<sup>th</sup> July 2024 at 4:00 p.m.**
- ✦ No phone calls.
- ✦ Only short-listed candidates will be notified for personal interview.

*Malteser is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. The MI expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of the MI persons in any work setting.*

