



NORWEGIAN
REFUGEE COUNCIL

**NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN
ADVERTISEMENT**

JOB TITLE:	HR/Admin assistant
REPORTING:	Head of Field Office, Twic East
SUPERVISION OF:	Cleaner
DUTY STATIONS:	Twic East
DURATION AND TEPY OF CONTRACT:	5 Months with possible extension depending on funding
STARTING DATE:	20th August- 2020
SALARY:	As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

PURPOSE of the post

The Admin/HR Assistant will carry out all Admin and HR functions in Twic East. He/she will also support logistics officer.

REPORTING TO

Head of Field Office, Twic East County

DUTIES AND RESPONSIBILITIES:

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

SPECIFICS RESPONSIBILITIES

- Support the field and area office with recruitment and advertisement
- Maintain all staff HR personnel files
- Submit monthly HR report to Admin/HR Officer of Jonglei & Akobo
- Maintain staff leave record and overtimes
- Support the area office with final settlement of staff post service benefits
- Build good and effective relationship with labour office and RRC
- Responsible for all admin related issues including GH and office equipment maintenance and restock
- Ensure offices, washrooms and Guest House (GH) are cleaned daily.
- Share monthly payroll notice with HR/Admin officer, print pay-slips/pay-sheets and scan them.
- Manage cleaner and conduct performance management.





QUALIFICATIONS/ EXPERIENCE / SKILLS / PERSONAL QUALITIES

1. Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements
2. Prepare periodic status reports and other documents as required by management
3. Ensure proper filing of documents
4. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
5. Coordinate with relevant partners
6. Ensure that procurement, distribution of materials and equipment are timely and according to procedures
7. Promote and share ideas for technical improvement in order to improve the quality of the activities

All employees of the Norwegian Refugee Council should adhere to our Codes of Conduct and the four organizational values: Dedicated, innovative, inclusive and accountable.

Should be able to work with minimum supervision

Must be highly reliable, mature, and able to work independently as well as in a team

Flexible, creative and co-operative, and a sense of humour is an asset

Positive attitude and passionate

Qualifications and Competencies

- Higher education and substantial management experience required
- Understanding of latest development and familiarity with current issues and priorities.
- Knowledge and experience in Human Resources and Administration or willingness to learn.
- Leadership, ability to manage resources, good judgment, ability to build trust and teamwork.
- Experience in coordinating amongst other agencies and government.
- Adherence to high security standards and integrity
- Good analytical, negotiating, communication and advocacy skills, speaking in Arabic is advantage
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organisation.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **12th August 2020**, in an enclosed envelope clearly marked "Application for: Admin/HR, Twic East"
 - HR box in NRC office in Panyagor, Twic East, or
 - HR box in NRC office in Bor

Only short-listed candidates will be contacted, by phone.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY, WOMEN ARE STRONGLY ENCOURAGED TO APPLY