



VACANCY ANNOUNCEMENT – HR ASSISTANT-IMMIGRATION (SIX MONTHS MATERNITY COVER)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of HR Assistant-Immigration to be based in Juba head Office.

Job Purpose:

The HR Assistant is responsible for supporting the HR function in dealing with Immigration for Concern Worldwide South Sudan international staff, consultants and visitors in processing their Passport Registration, Alien Screening, Entry Permit, and Visa renewal and work closely with National Ministry of Labour and CID office for work permit processing and filing staff correspondence.

Main Duties & Responsibilities:

1. Recruitments

- Maintain a box file for approved Job Requisition Form and JDs as per field location
- Keep a copy of approved Job adverts and file it as per field locations
- Support in preparation of job advert when requested to do so
- Obtain MoL and RRC approval prior to posting the advert
- Support in the longlisting of applications
- Preparation of interview schedule and sending out interview invites to the short listed candidates
- Provide HR support in the administration of written test in the absent of Assistant HR Officer
- Prepare interview report on request
- Conduct reference check for the successful candidates on request
- Prepare induction schedule for Juba new staff 1 week prior to the reporting date.
- Create the individual personnel file for all the new hire and ensure that the documentation.

2. Archiving

- Archive all ex-staff files from 6 months after the employees have left

3. Allowances

- File any communications in relation to staff allowances

4. Leave records

- Maintain a box file of authorized leave records for Juba staff
- Track Juba/KK staff leave record using the leave tracker and leave module on HRMIS before filing
- Arrange the approved leave application form according to the programme location
- At the end of each year, file the leave form in each of the staff personal file

5. PDRs

- File the signed PDRs forms in staff personnel files
- Request HR Officers in programme areas to send the completed PDRs form to Juba for staff file
- Track the PDRs submission for all the staff before filing
- Track and compile staff training request from the PDR share details with the HR & Administration Manager for review and submission to the Systems Director for further action

50-H-3
Approved
AID
[Signature]
20/10/2021



6. Keep records of staff disciplinary

- File all record of suspension and investigations in staff personnel file
- File all warning records and letters in staff personnel file
- Request HR Officers in program areas for a copy of warning record or letters for Juba file
- File all record of end of contract and termination



7. Record keeping and filing

- File all relevant documentation
- Follow up on any missing items on staff files with programme HR's and escalate to HR & Administration Manager for action if the paperwork is not being submitted for completeness of file.
- Ensure that every exiting staff file has end of contract/termination, clearance form and the rest of the documentation in relation to the staff exit
- Prepare certificate of service for every exiting staff and maintain a copy of staff personnel file.

8. Reports

- Compile and provide HR & Administration Manager with immigration and MoL updates regarding Visas, Letter of invitation, entry permits, work permits, alien screening, Alien registration and CID figure print for international staff, on monthly basis.

9. Year-end

- File all step increment letters
- File the approved letters for staff who are entitled to additional annual leave days based on the number of years

10. Keep record of Advances

- Track all the approved salary advance request per location before filing for easy reference
- Maintain a box file for all the approved salary advances per programme location for easy reference

11. Immigration

- Prepare Letter of Invitation for SD /CD approval for all Concern South Sudan international staff, Consultants and visitors to support the online visa application process and share with Systems Director
- Ensure that alien registration is completed for all Concern international staff, Consultants and visitors within 72 hours of arrival in the country
- Ensure that alien screening is completed for all Concern international staff, Consultants and visitors after completing alien registration.
- Maintain and track alien registration expiry after every 6 months for all Concern international staff, Consultants and visitors and plan for the renewal
- Timely renewal of visas for all Concern international staff, Consultant and visitors who stay longer than 1 month in the country
- Complete CID clearance for all Concern international staff on arrival in South Sudan for their work permit application process with NMoL
- Prepare work permit application letter alongside with other supporting documentations for RRC approval
- After obtaining RRC approval, submit the work permit to NMoL using the online system and monitor the approval for the next process.
- Prepare payment for the approved work permit once the invoice has been issued and collect the work permit from NMoL
- Maintain electronic/coloured copy in each individual staff files for record purpose
- Initiate and plan for work renewal for concern/NGO Forum international staff 3 months in advance prior the expiry.
- Maintain personnel files for all immigration and work permit correspondences for all Concern/NGO Forum international staff for easy reference
- Maintain a separate box file for immigration and work permit related expenses



- Maintain box file with copies of passports, visas ,alien registration, screening and LOI , for all Concern Consultants and visitors for easy reference
- Maintain immigration tracker for visas, alien registration, alien screening and work permits for all Concern international staff, NGO Forum, visitors and consultants and send email reminder to Respective staff to plan for renewal in Juba or in the field location for visa renewal and alien registration.
- Maintain a tracker for all immigration and work permit related expenses in USD and SSP, where necessary prepare a note to file to explain the expense variation.
- Maintain hard and soft copy of any immigration circulars and inform the management of any changes.

12. Others:

- Be aware of, understand and comply with all of Concern’s policies and procedures (P4, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the line manager

Persons Specifications

- Certificate in HR, Administration or related discipline
- 1-2 years’ experience in a similar role
- Knowledge of MS Office – Word and Excel
- Good written and verbal communication skills in English
- Good attention to detail and demonstrated ability to deliver on work objectives to a high quality and on a timely basis

Competencies Required

- Willing to accept constructive feedback /criticism from others
- Maintain high confidentiality where necessary or appropriate
- Ready and willingness to accept changes as new situation arise
- Share relevant information with others within reasonable time frame.
- Able to communicate with all levels in the organization openly and transparently
- Willing to accept and act on constructive feedback /criticism from others
- Share relevant information with others within a reasonable time
- Ready to accept changes as new situation arise



Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:



1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department at Juba office or email your application to vacancies.juba@concern.net office not later than Monday, 8th November 2021.
2. The position is a local recruitment and strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. *Please complete the summary profile form and criminal background check form when submitting your application*

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!

