



ACTED

M.O.L

Terms of Reference ADMIN & HUMAN RESOURCE ASSISTANT

Position : Admin & HR Assistant (1 Position)
 Contract duration : 6 months with possibility of extension.
 Location : Juba
 Opening date : 11/06/2021
 Closing Date : 30/06/2021



1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Admin & HR Assistant – is to ensure all Human Resources practices are in line with ACTED Human Resources Manual and laid ACTED Practices/Procedures and is to create a safe and healthy working environment for all ACTED staff in Juba and report and/or advise any unsafe act by staff or that not caused by staff which may be harmful to staff safety.

With Support from HR Manager and/ or officer, HR/Admin Assistant to oversee staff Admin matters on day to day running of Human Resources Department.

CHAIN OF COMMAND

Under the authority of:

- Country Admin & HR Manager

Line Management:

- HR Manager - Juba

WORKING RELATIONS

Internal:

- Finance département
- LOGISTICS for matter relating to logistics

External:

- Labour Office for matter related to Labor
- immigration office
- National Taxation Office for remittance of Monthly PIT.
- RRC office

OBJECTIVES

1. Improve communication amongst staff and inter-department.



2. Responsible and take lead in Human Resources Matters.
3. Ensure proper implementation of ACTED HR Policy and other FLAT Procedure by all departments. And take full responsibility of policy management and implementation.
4. Take lead in matters related to immigration by ensuring all International staff have valid legal documents that ease their stay in country with less hindrance from authority

Administration

- Assist the HRM/ Officer in directing the international staff to where they can obtain their Visa and procedures to follow during Visa registration.
- Preparing welcome packed for all new arrivals and arranging for a pick up from the airport to the guest house.
- Assist the HR in Organizing and getting work permit of all the expats working in ACTED South Sudan.
- Organizing for MRDC visit with all the new international staff.
- Ensure that alien staff are registered within 48 hours from the date of their arrival.
- Ensure visa are registered and got for all ACTED International staff.
- Liaise with Finance Department to request an advance for Visa/Registration Fees in the absence of Bob or Jane.
- Assist the Human Resources Officer in Tracking International Staff checklist
- Assist the Human Resources Officer in Tracking Expat Staff Database- LFU
- Assist the Human Resources Officer in filling tasks.
- Assist Finance Department in other Human Resources Related duties that may be needed
- Carry out any duties as may be delegated by the Senior Human Resources Officer or Head of HR/Admin.
- Filing – ensure all files are up-to-date according to the checklist

Human Resources

Ensure that all Juba staff Monthly attendance are printed out and monitor staff attendance signing on day to day bases, the provide feedback to the line manager.

Provide Human resources support in all recruitment matters in line with ACTED recruitment Policy and documents.

Recruitment :

- Help in developing in seeking approval of Job Advertisements from MoL.
- Advertise, Collect and manage CVs, inform the Hiring Manager about closure of Job Advert Schedule interviews with the Hiring Manager and provide the details of selected candidate to Head of HR/Admin for contract generation.

Filing :

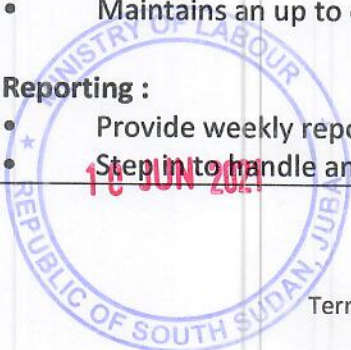
- Maintains the up to date national staff individual files.
- Ensure all leave forms are signed off and filled.
- Ensure that all signed contract copies are scanned and filled in each staff file both in soft and hard copy.

Leave follow-up :

- Maintains an up to date leave Tracker and leave follow up processes.

Reporting :

- Provide weekly report on day to day work done to the line manager.
- Step in to handle any task delegated by the line manager





KEY PERFORMANCE INDICATORS

- Number of timely recruitment concluded within 6 months
- % at which late registration, Visa renewal tallied against monthly renewals.
- Number of times Audit provides satisfactory report on accuracy and neatness of HR files.

Application Procedure :

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed curriculum vitae and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page, detailing three work related referees and contacts to atim.stella@acted.org and juba.hr-assist@acted.org before 4:30PM on 30th June, 2021 with the subject line " **Admin& HR Assistant**. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel.

This position is opened to South Sudanese Nationals only : Female candidates are encouraged to apply.

