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Approved by
Mol 09/09/22



VACANCY NOTICE #08/26/2022/04

Jemma Nunu Kumba Foundation (JNK-F) is a charitable national NGO and non-profit organization. Established on August 6, 2022, JNK-F works with humanitarian and development partners in South Sudan to advocate for the rights of girls, women, and youth, improve their living standards and strengthen their capacities for effective engagement in leadership and development. JNK-F is currently looking for a highly motivated and committed South Sudanese candidate to fill the position of **Admin/HR Assistant**.

Position opening Date: September 1, 2022
Closing Date: September 20, 2022
Starting Date: ASAP
Duty Station: Juba

Roles and Responsibilities

The Human Resources and Administrative Assistant (HR/Admin) is a part of the JNK-F operations team and provides day-to-day support in ensuring HR, administration, and operational support are met in a timely manner for the effective implementation of the JNK-F programs. He or she reports to the executive director and supervisor and conducts and supports the office with the following roles and responsibilities:

Office Management and Administration

- Manage office inventory and office supplies, and records management
- Provide receptionist coverage during business hours, including being responsible for incoming project mail, telephone inquiries, and visitor entrance/exit procedures
- Support scheduling of meetings with staff and stakeholders, facilitating travel logistics for staff and consultants
- Primarily responsible for the management of the administrative petty cash account, ensuring compliance with JNK-F policy and procedures for petty cash management.
- Responsible for local procurement of office supplies and project inputs
- Review claims from vendors, and suppliers and prepare payments.

Human Resource Administration

- Responsible for confidential management of HR staff records.
- Support executive director and supervisor in managing staff welfare.
- Support staff recruitment and hiring procedures.



- Support staff Induction and orientation management.
- Support coordination of staff training and development.
- Responsible for tracking staff leave (annual, sick leave etc.) management as per JNK-F policy.
- Support the executive director and supervisor with management and coordination of staff performance evaluation.
- Support the development and management of staff compensation and benefits packages as per JNK-F policies and local law requirements.
- Support the management in handling and operationalization of JNK-F code of conduct and performance management policy, including staff separation procedures.
- Conduct any other duty as may be assigned by the supervisor.

Education

- Completion of secondary education required.
- Diploma or Bachelor's degree in Business administration, human resource management, logistics, and procurement or related field.

Skills and Experience

- 2 to 3 years of management experience in HR management and office management
- Knowledge and experience in administration and HR.
- Experience working with international organizations or donor organizations in programming is an added asset.
- Skills in petty cash management, basic accounting principles and tools
- , and HR and knowledge of South Sudan labor law.
- Excellent written and verbal communication in English

This position is open to South Sudanese nationals only.

- **How to apply:** Interested applicants should submit a CV with 3 references (please indicate the telephone contacts and email addresses of the referees) and a copy of your academic and training certificate and hand deliver it to our head office at UAP Equatoria Tower Building, 10th floor or email your documents to: jknleadershipfoundation@gmail.com
- **Note:** Only shortlisted candidates will be contacted for interview. Female candidates are highly encouraged to apply.

