



JOB VACANCY - INTERNAL & EXTERNAL

- Job Title:** HR & Admin Assistant (1)
- Department:** Human Resources.
- Reporting to:** Human Resources Manager
- Base Location:** Yei
- Duration:** 12 months with possibility of extension

Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan’s fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Job Purpose.

HR assistant role is to provide support to management and staff throughout the employee lifecycle and ensures compliance to South Sudan labour laws.

Key Responsibilities

1. Support the hiring managers administratively in compiling applications received and coordinate with the recruitment team to do longlisting and shortlisting.
2. Keep and track records of employees and ensures that HR data is kept up to date.
3. Assists in managing staff leave tracking systems for employees, and ensures that records are accurate and up to date.
4. Assist in handling staff welfare programs/activities
5. Ensures that all staff contracts are kept up-to-date.
6. Support in performance management circle for all staff and making sure all are documented.
7. Liaise with HR Manager and hiring line managers to organize interview schedules
8. Take charge in proper filing of recruitment documentation from beginning up to completion of the process.



9. Coordinate and schedule new employees onboarding sessions and ensure that all processes are conducted in a timely manner.

Minimum Qualifications/Experience.

- Diploma in Business Administration majoring Human Resources Management or any related field. Degree in Human Resources Management is an added advantage.
- 2-3 years of work experience in Procurement and Logistics with recognized NNGO or INGO.
- Additional trainings in Human Resources Management is an added advantage
- Excellent knowledge and application of the South Sudan Labour Act 2017.
- Demonstrates strong collaboration with line managers and staff representatives

Desirable skills and Knowledge.

- Computer literate in understanding all the computer packages; Microsoft (Word, Excel, Power Point and other relevant software of Logistics.
- Strong communications and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to work with minimum supervision and taking accountability.
- Strong analytical skills and good problem solving.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.



How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

