



50. H - 3  
APPROVE by  
A/Inspector  
MOL  
*[Signature]*

## JOB OPPORTUNITY

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is **Lasting Health Change in Africa**. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org)

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudanese Nationals** to fill the following position.

**Position: HR & Admin Interns-** 02 Positions

**Country Office:** South Sudan

**Duty Station:** Juba

**Closing Date:** November 30, 2022

### PURPOSE OF JOB:

The HR & Admin Intern will support ad-hoc Practice on administrative and operational issues as requested on a day to day Basis, acting as a liaison between different departments.

**KEY RESPONSIBILITIES:** The listed functions summarize the roles that will be performed by the HR & Admin Intern.

- ❖ Ensure that all staff personnel files are well kept and have the necessary documentation required
- ❖ Ensure that all administrative documents are filed correctly, neatly and easily accessible whenever needed
- ❖ Will be trained to perform daily management of operations in the HR function
- ❖ Fulfill formalities of immigration such as alien registration, visa renewals
- ❖ To be trained to proceed with the daily management of the operations in the human resource function.
- ❖ To be trained to follow-up the staff contracts of the organization to ensure all staff have valid and current contracts and to maintain Contract Database
- ❖ To keep the staff dossiers (national and expats) up to date, ensuring that they contain the necessary documents.



- ❖ To be trained to fulfil the formalities of immigration and any other kind of the Amref Health Africa 's staff at the time of arrival and departure (visas, work permit...) and the visitors of Amref and their follow-up (renewal...).
- ❖ Ensure that all staff personnel files are well kept with all necessary documentation present in all the Files.
- ❖ To be trained in any other HR and Administration related Task during the Internship

#### SKILLS AND COMPETENCIES:

- Diploma in HR or Business Administration or at least one-year experience in HR/Office administration.
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- **Strong computer skills** including ability to work with windows competently, including e-mail operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands, and seek help where required.
- Possess initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Takes responsibility for expanding own knowledge.
- The willingness to learn and ability to take up a career in people management.
- A South Sudanese national PREFERABLY FEMALE living in Juba

#### Note

There's no entitlement to salary EXCEPT Stipend to Facilitate the Transportation of the Intern.

#### Application

The above must be addressed to the **Human Resources & Operations Department** by e-mail to [Jobs.southsudan@Amref.org](mailto:Jobs.southsudan@Amref.org) quoting the position. The closing date for submitting applications is **December 6, 2022**. We regret that only short-listed candidates will be contacted.

**Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.**

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy*



7/11/2022