

Vacancy Announcement



JOB TITLE: Human Resources & Administration Officer
BAND/LEVEL/GRADE: 8B
Department: Human Resources/Administration
LOCATION: Ganyliel
Overtime Eligible: Exempt
(per local law)

BACKGROUND: IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women's protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women's protection and empowerment and ERD sectors.

BACKGROUND/ SCOPE OF WORK

Working under the supervision and guidance of the Field Manager in Ganyliel the Human Resources and Administration Officer holds the primary responsibility for the recruitment process as well as preparing employment contracts and contract extensions and administrative functions. In coordination with Logistics he ensures adequate procurement of office supplies. Further in liaison with Juba, he is responsible for travel bookings for Ganyliel, renewals and processing of travel and work permits for international staff and passport registration for all international staff and visitors. He also liaises with the RoSS Labor Office on HR related issues (staff vacancies, terminations, contract issues, end of service payments). He is also expected to take an active role in the implementation of the IRCconnect orientation program through scheduling orientation sessions and providing induction for new staff hires.

RESPONSIBILITIES:

Human Resources:

- Primary responsibility for ensuring transparent recruitment processes and procedures including:
 - Initiating /Processing of recruitment requests
 - Posting of job vacancies to relevant forums/outlets
 - Receiving , screening, filing applications
 - Dispatch of applications to relevant hiring manager
 - Making arrangement for interviews
 - Preparing final interview schedule and communicating it to interview panel
 - Checking references
 - Preparation of employment contracts
 - Comply with recruitment package documentation
 - Update and share with hiring managers' recruitment tracking sheet on a weekly basis.
- Preparation of the Ganyliel monthly payroll
- Initiate the process of and follow up with Juba Exit/Termination letters, Changes of Status and end of service payments (PIT/NSI/gratuity)
- In consultation with Program Manager, make a leave roster for Ganyliel
- Maintenance of all HR databases and tracking sheets including:
 - Leave tracking – nationals and international staff
 - National staff master list
 - Monthly payrolls
- Maintenance of national staff personnel files and all statutory paperwork
 - Maintain personnel files for Ganyliel based staff
 - Archiving and collection of national staff files (terminated staff)



- Scheduling of new staff IRCconnect orientations; assistance with orientation sessions as required.
- Tracking of national staff benefits
- Assist Field Manager in monitoring national staff personnel budget lines

Domestic Travel

- Manage WFP-UNHAS flight bookings for travels from Ganyiel
- Ensure that approved Travel Authorization Forms (TAFs) are received from intending travelers and forwarded to Juba. Follow up on bookings and communicate to concerned travelers.
- Liaise with Rumbek and Juba for pick up of travelers from Ganyiel

Office Administration

- Supervise any maintenance workers carrying out repairs on the office premise as necessary
- As appropriate raise purchase requests for procurement of office supplies as required for both operation and program in coordination with logistics
- Maintain keys, spare keys, locks and master keys for all facilities
- Ensure that office have utilities such as electricity and drinking water. Report any such shortages for prompt and adequate action.

Coordination

- To coordinate with Logistics on procurement of office supplies and facilities management and such other services.
- To coordinate with Finance on timely payment to all vendors.
- To coordinate with logistics to ensure all garbage around the office premises are collected and disposed of by guards and cleaners.

Facilities Management:

Office Compound

- Ensure the office compound is maintained in such a manner the environment is conducive for work for 8 hours per day for 5 days a week.
- In coordination with the Field Manager, ensure that there is ample stationery, efficient equipment and all such other requirements to enable delivery of service in both operations and program offices.

Residential Compound

- Ensure at all times that the RC is kept clean and conducive for living
- Ensure supplies and such other requirements that are required in the RC are available in good quantities and at the right time.
- Ensure that laundry of the residents is taken care of by the House Keepers (Cleaners) and report any laxities in performance to the Logistics Officer
- Ensure that security services offered by the guards are available on 24/7 basis.
- Ensure that cooks do deliver excellent catering services to residents and during working days make sure that resident breakfast ready at 7:30 to 8:30 AM and even office tea is served at 8:30:00 am and 4:00 pm in the offices for staff.
- Prepare duty roster for cooks, cleaners and guards and ensure this is adhered to unless otherwise some changes communicated.

Other responsibilities

- To discharge the Other function when requires

RELATIONSHIPS:

Reports to: Senior Field Manager

Supervises: Cleaners, Cooks, & Water Porter

Coordinates with:

Internal: Program Managers

External: RoSS Administration

REQUIREMENTS:

- Diploma in Business Administration/ HRM or related field



- Fluent English (written and spoken) and Juba Arabic
- Prior experience of working in a human resources role/position in a multi-cultural environment
- Good communication and staff management skills
- Computer literacy (Microsoft Office Word and Excel spreadsheets; Outlook)

Professional Standards

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

The position is for: **South Sudanese national with all the national documents.**

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the Juba IRC Head Office-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than **14th April 2019**.

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION Human Resources and Administration Officer - Ganyleil

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY



Approved
 Stephen
 Boss office
 Richard Aalkoth