

Institute for Promotion of Civil Society



South Sudan

IPCS is a nongovernmental, nonprofit making and a non-political National organization founded in January 1999 by some south Sudanese community with help of Action AfrikaHilfe International (AAH-I). IPCS's geographical operational area covers the ten states of South Sudan and three Administrative areas, it aims at improved functioning Civil Society and livelihood in South Sudan. IPCS has built partnership with many International and National NGOs in South Sudan working to improve the capacity of sprouting Civil Society organization in South Sudan over the past 25 years. Among those INGOs we have Action Africa Help, Oxfam Novib, DFID, International HIV Alliance, UNHCR, UNICEF, NPA, EED, ICCO EC, C4C UNDP and IRC. This relationship has created a remarkable change in our society and the entire population of South Sudan

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JOB OPENING

INTRODUCTION

SUCCESS Project is a Consortium project of two partner Organizations in South Sudan. In this Consortium, Mercy corps is Principal recipient of the Grant while IPCS referred to as a Grant Sub-recipient Partner and at the same time an implementing Partner with Funding from the European Union for supporting Civil Society Empowerment in South Sudan.

Job Description

The Institute for Promotion of Civil Society (**IPCS**) Office in Juba invites applications from suitably qualified and interested candidates who feel they met the eligibility criteria for the position of **Human Resource /Administrative Officer**. The below is details of the job position

ORGANIZATION:

Institute for Promotion of Civil Society (IPCS)

POSITION:

Human Resource /Administrative Officer

DUTY STATION:

Juba IPCS Office – Central Equatoria State

PROJECT:

Support Civil Society Empowerment in South Sudan
SUCCESS Project (Consortium Intervention)

PROJECT PERIOD:

3 years

DONOR:

European Union



Summary roles

IPCS Human Resources / Administrative Officer's job description typically includes duties related to HR administration, such as maintaining employee records, processing payroll, managing benefits, and assisting with recruitment. They also may handle administrative tasks, including office operations, facilities management, and compliance. Additionally, they may be involved in employee relations, training, and development.

Key Responsibilities:

- **Record Keeping and Documentation:** Maintaining accurate and up-to-date employee records, including personnel files, contracts, and other HR-related documents.
- **Payroll and Benefits Management:** Assisting with payroll processing, benefits administration, and employee inquiries related to pay and benefits.
- **Recruitment and Onboarding:** Assisting with recruitment processes, scheduling interviews, handling onboarding paperwork, and coordinating logistics for new hires.
- **Employee Relations:** Answering employee inquiries, addressing concerns, and providing support for employee relations matters.
- **Compliance and Legal:** Ensuring compliance with labor laws and company policies, and assisting with any legal requirements.
- **Administrative Support:** Providing administrative support to the HR department, such as coordinating meetings, preparing reports, and managing communications.
- **Training and Development:** Assisting with the planning and implementation of training programs and development activities.
- **Data Management:** Updating HR databases, tracking employee data, and creating reports on HR-related metrics.
- **Travel Management:** In some cases, managing and tracking employee travel.
- **Staff policies and code of conduct.** The HR shall be in charge of ensuring that all staff of IPCS have access to IPCS Policies and staff code of conduct for their reference
- **Staff welfare.** In coordination and collaboration with the administration of IPCS, the HR shall ensure that the welfare of the staff is adhered to and working environment set conducive for staff operations



- **Staff termination.** The HR shall within his/her mandate be responsible be responsible for all staff related concerns of warnings, suspensions and termination but following the IPCS policies on staff termination

Required Skills:

- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Proficiency in HR software and Microsoft Office Suite.
- Ability to handle sensitive information with confidentiality.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Experience in HR administration or a related field is often preferred.

How to apply

Interested applicants should send their applications with a copy of CV, Covering letter, scanned copies of their academic transcripts and certificates with full details including telephone numbers and emails submitted to the attached or submit hard copies to IPCS Office at AIC Church Merkolong Hai Tarawa Juba Central Equatoria State South Sudan.

Email: hr.recruitment.ipcs@gmail.com

For more information contact:

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Closing date is **23rd July, 2025**.

Female candidates are highly encouraged to apply.

Only short listed candidates will be contacted.

