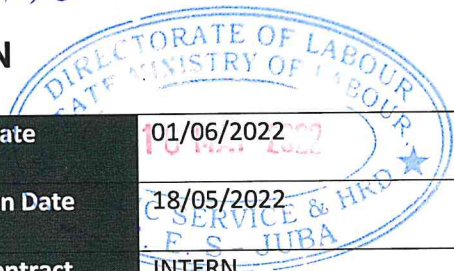


Approved
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JOB DESCRIPTION



Position	Finance and Human Resource Intern	Starting Date	01/06/2022
Reference of the offer	N/A	Publication Date	18/05/2022
Location	Juba	Type of contract	INTERN
Duration	Three (3) Months	Security Level	N/A

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Context of the position and key challenges

This position is being advertised in order to identify a potential INTERN to cover in the position of Admin and Human Resource, the incumbent shall undertake on Admin/ HR roles for a period of three (3) months and shall be under direct supervision of the Deputy Area Coordinator- FLATSE – Greater Equatoria Region.

Key roles and responsibilities

- Support in ensuring proper implementation of ACTED HR Policy and other FLATSE Procedures.
- Provide support in consolidating FATS and LFU.
- Human Resource Intern provide support in fillings and archiving of Human Resource documents according to the personal files and carrying out monthly scanning of salary vouchers, and timesheets.
- The intern shall support in giving out relevant forms including mission leave form upon request by the staff.
- The Intern ensures that monthly attendance sheets are worked on and printed in a timely manner and making sure it is well approved by the supervisors/head of departments.
- The intern assists in updating staff contact details and employment forms and contract extension etc.
- The intern shall support in gathering payroll data like leave forms and bank accounts.
- He /She will support the field team in follow up on Admins/HR related information required from Juba Offices.
- The Intern will support in drafting contracts/ non-renewal for the staffs and cross-checking contract dates on monthly basis to inform the pay roll.
- He /She will provide weekly work plan to the supervisor.
- He/she will carry out any other duties assigned by the supervisor

Required qualifications and technical expertise

A qualified individual should have a Bachelors Degree or Diploma or Testimonial and technical/practical experience in Business Administration, Human Resource Management, Social Work and Social Administration, Development studies, or any other related courses in line with the Job Description above.

Conditions



N/A

How to apply

Applications must be submitted in *English*, attached with a CV, a cover letter and three references.

Please send your application until the 27/05/2022 to the following addresses:

- by e-mail: equatoria.adminassistant@acted.org.
- Hard copies are also accepted and can be submitted at ACTED Office -Hai Cinema-Juba

Number of the house/flat & street name:

Zone/block: N/A

Zip Code/City: N/A

