

VACANCY ADVERTISEMENT

Job Description Human Resource Assistant

Fondation Caritas Luxembourg (FCL) is an international non-government organization active across 11 countries. In South Sudan, FCL implements Food Security and Livelihood, Nutrition, Health, WASH and Humanitarian Aid projects in Central and Eastern Equatoria States.

FCL is currently searching for experienced personnel in Cooperative capacity building to implement Agricultural Markets, Value Addition and Trade development Project (AMVAT) in Eastern Equatoria. The duty station is Magwi County, Eastern Equatoria, with frequent visits to the project sites. Interested applicants are requested to submit their CVs (maximum 3 pages) and cover letter to secretariat@caritasluxssd.lu latest by **20th October 2022**.

Scope of work

The scope is the **Human resource and other administrative work in Torit office, Eastern Equatorial state.**

Role and responsibilities

- Maintain staff files with all staff contracts and annexes, and ensure confidentiality
- Staff recruitment
- Prepare job advertisements and select appropriate dissemination channels (South Sudan NGO Forum, local media, posters, etc.)
- Download and shortlist all applicants based on their qualifications
- Train incoming staff on the organization's code of ethics, anti-harassment policy, safeguarding, and other key policies and regulations for staff
- Prepare junior staff appraisals
- Conduct staff interviews
- Prepare staff payroll
- Ensure all staff have signed staff contracts
- Implement FCL South Sudan Staff Policy
- Compute staff pension and other allowances as necessary
- Maintain staff timesheets
- Attend any human resources meetings /workshops with government agencies
- Follow up with the Ministry of Labour for any updates on labor laws
- Process staff work permits
- Keep updated on South Sudan Labour Law and advise FCL senior management on changes Follow up with lawyers for any legal matters relating to FCL staff
- Follow up with the insurance company on matters related to staff medical cover
- Identify staff's specific capacity-building needs
- Follow up with staff on welfare matters and wellbeing
- Plan and support preparations for staff team-building activities, meetings, and workshops in collaboration with management
- Maintain records of staff leave and reconciliations
- Check the quality of work done by compound caretakers and give feedback accordingly
- Supervise junior staff and casual workers as necessary
- Participate in reviewing the Staff Policy
- Review job descriptions of staff
- To maintain Compound cleanliness

Support finance activities

Tasks & responsibilities

- Maintain/update asset register and control
- Manage the inventory for all stores in Torit and Palotaka
- Pre-number all the new assets in all field locations
- Support the Resources Department on cash payments
- Support the Resources Department on salary payments in the field
- Support the Resources Department on timely replacement, induction, or/and training
- Support the Resources Department in various tasks such as pre-audit, archiving, payroll submission, etc...
- Assist during the organizational audit
- Monthly submission of PIT for a tax clearance certificate from the Ministry of Finance

Functional relationship

- Report to the Resource manager.

Candidate profile and experience required	
<ul style="list-style-type: none"> • Bachelor's in Human Resources, management, finance, or a related field and 4 Years of experience in HR • Excellent English communication skills • Capacity to animate discussions and facilitate workshops • Knowledge about south Sudan Labour laws • Experience in processing staff work permits • Knowledge of Staff training and marinating staff files • 4+years of experience in Human Resources, Finance, and/or Accounting fields • Extreme motivation, and willingness to learn and grow in the organization • Exceptional organizational and planning skills, ability to manage and follow work plans • Remarkable attention to detail • Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback . • Able to manage stress effectively, juggle competing priorities • Able to maintain confidentiality • Strong computer skills particularly in Excel, literacy, and numeracy • Fluent in English • Committed to Caritas Luxembourg values <p>PREFERRED • Experience with programs funded by the United Nations, European Union, USAID, GIZ, UKAid.</p>	
Languages	
<p>English : Excellent English writing and verbal communication Other languages : Fluency in Arabic and any other local language</p>	
IT competencies	<input type="checkbox"/> Word <input type="checkbox"/> Excel Other: Good Knowlegde of Office software package