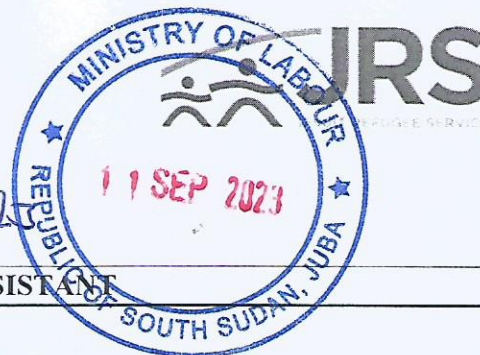


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Approved

Jesuit Refugee Service – South Sudan

11/09/2023

HUMAN RESOURCES ASSISTANT

Location: Yambio (Western Equatoria).

Application Closing Date: 28th September 2023.

Reporting Line: Project Director.

Start Date: As soon as possible.

Position opened to: Nationals.

Organizational Context:

Jesuit Refugee Service (JRS) is an International Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs.

Job Summary

The Human Resources Assistant under the direct supervision of the Project Director in liaison with the Country Human Resources Officer will ensure overall support and guidance at field level. He/she will be responsible in ensuring day-to-day HR functions are performed in accordance with JRS policies and procedures and ensure fair and consistent application of and compliance with HR Manual by all team members.

The Human Resources Assistant is expected to maintain absolute confidentiality and discretion on all information related to his/her work with JRS in accordance with the Code of Conduct. Any breach of this Code of Conduct will be dealt with by disciplinary process as outlined in the JRS South Sudan HR Manual.

Key Responsibilities

- Scanning HR documents and sending to Country Human Resources Officer on monthly basis.
- Ensure personnel files for both incentive and National staffs are electronically sent to Juba and updated while ensuring adherence to highest levels of confidentiality on quarterly basis.
- Participate in recruitment process at field level (incentive/field recruitment e.g. watchman, cooks etc..) and ensure compliance with JRS hiring procedures as outlined in the HR Manual as well as prepare incentive/casual contracts for incoming casual staff.
- Support tracking of salary advances taken by the staff and ensuring compliance with the limits set in the HR Manual for taking the salary advance per year.
- Ensure timely UNHAS flight booking for WES staff and make sure staff do not pass the allocated limit.
- Ensure mapping of incentive workers at field level including start/end date of contracts, ensuring quarterly review/renewal of contracts.
- Arrange induction for the new staff across all the departments and conduct HR orientation on the JRS policies – with separate inductions taking place for staff and for incentive workers.
- Ensure there is maximum clarity on the difference in conditions and benefits for JRS staff and for JRS incentive workers and ensure project supervisors are also fully aware.
- Ensure all new staff are added to the medical & accident/injury cover by updating the insurance lists on monthly basis.
- Update staff list with contract expiring date, next of kin details, staff ID and contact details and



share with PD and Country Human Resources Officer on monthly basis.

- Ensure important HR documents are archived and maintained in a preferred-candidates roster.
- In charge of providing technical support to the SMT at field level.
- Liaise with relevant supervisors to ensure all the relevant appraisal forms /documents are submitted in a timely manner and ensure all the appraisal forms are scanned and send to Country Human Resources Officer.
- In charge of tracking Staff Leave at field level.
- Provides both weekly and monthly HR reports on a standard reporting template.
- Disseminate HR policies to staff in WES and keep in a centralized place all the Human Resources Policies for easy access by the staff.
- Raise any HR issues/questions that arise in a clear and timely way with the Country Human Resources Officer on case-to-case basis.
- In charge of receiving, scanning, and tracking Monthly Staff Timesheets.
- Monthly provide Payroll supporting documents to the Country Human Resources Officer for instance, resigned staff details, salary advances taken in the month, new staff who joined in the month, etc.
- In charge of processing Staff Identity cards.
- Focal person for Staff Care practices, professional development, and mentoring support.
- Perform other tasks assigned by the Supervisor.

Education, Experience, and skills required.

- Diploma or Degree in Human Resource Management, Public Administration, Business Administration, or a related field.
- Minimum of one year experience in HR/Administration work.
- Mature individual with experience in staff safety and HR supports.
- Ability to represent JRS with government and non-government agents.
- Knowledge of working area context.
- Flexible, motivated, and team player.
- Technical expertise in HR related matters including country's labour law, recruitment processes, performance appraisal and other HR related functions.
- Excellent English language skills.

Core values and Ethics

- Good understanding of compatibility with the values of JRS.
- Commitment to JRS's mission, vision, and values; ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with people, situations, and information.
- Acceptance of diversity and inclusion as a core value.



How to apply:

Interested candidates should submit the following documents to sds.recruit@jrs.net by **September 28th, 2023** or drop their hard copy applications to JRS Office in Yambio with the subject of the email or address at the back of envelop as '*Application for the Position of Human Resources Assistant – Yambio.*

1. An updated cover letter demonstrating the candidate's suitability against the ideal Candidate Profile outlined above.
2. A current Curriculum Vitae with three Professional References.
3. A copy of Nationality ID.

PLEASE NOTE: Due to the urgent need to fill this position, we will be reviewing the applications. Only candidates who apply by the deadline and with the required experience demonstrated will be considered. Also, only shortlisted candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of the outcome. **Female candidates are highly encouraged to apply.**

Commitment to Child Safeguarding:

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS South Sudan staff are expected to comply with JRS Child Safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS South Sudan takes the protection of sexual exploitation and abuse (PSEA) seriously and all the JRS South Sudan personnel and volunteers are expected to comply with the JRS PSEA policy and to sign a declaration of commitment.

