



Implemented by  
**giz** Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**WE ARE  
HIRING**

**Position:** Human Resource Assistant  
**Project:** Coordination Office  
**Reports to:** Head of Administration and Finance  
**Contract Duration:** 1 Year (renewable)  
**Location:** Juba, with occasional travel in South Sudan



### Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking a qualified candidate to fill the vacant position of Human Resource Assistant

### Scope of the Position:

Generally, the Human Resources Assistant works independently with guidelines defined by the Head of Administration and Finance, and in accordance with GIZ processes and rules. The Human Resource Assistant perform the specified commercial, organizational and administrative tasks correctly and on schedule in collaboration and consultation with the line manager, in accordance with the specified objective and with due regard for legal, contractual and internal requirements and procedures

### Your Tasks

- ❖ Respond to standard queries and applications
- ❖ Payroll preparation and processing monthly
- ❖ Assist in ensuring the highest standard of payroll services to the GIZ staff
- ❖ Assist in implementation of national personnel policies in relation to payments and benefits in line with GIZ policy, local conditions and Laws
- ❖ Implementing payroll procedures as required, specifically operational and administrative task.
- ❖ Payroll reporting to meet the internal and statutory obligation
- ❖ Maintenance of payroll system and updating employee records on the payroll system.
- ❖ Calculation and processing of terminal benefits and assist with communication and processing of employee's compensation claims
- ❖ Dealing with payroll queries from employees.
- ❖ Filing personal income tax and withholding tax monthly
- ❖ Label personnel files in accordance to GIZ filling rules
- ❖ Regularly updates and completes the personnel file
- ❖ Assist in issuing and renews employees ID cards



- ❖ Assist in recruitment and selection processes.
- ❖ Assist in liaising staff to get UAP medical insurance card and follow up claims
- ❖ Assist in updating and monitoring staff annual leave days

Performs other duties and tasks at the request of the management

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### Your Profile

- ❖ Diploma in Human Resources Management, Business administration, Accountant or similar areas
- ❖ Good working computer literacy
- ❖ Familiar with HR procedures
- ❖ Good knowledge of national labor and social laws
- ❖ Experience in payroll processing
- ❖ Willingness to upskill as required by the tasks to be performed
- ❖ Excellent communication and interpersonal skills
- ❖ Understanding of payroll legislation and processes
- ❖ Numerical ability and data entry skills
- ❖ Awareness of how to handle HR issues appropriately (confidentiality and data protection)

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### How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to [HR-Suedsudan@giz.de](mailto:HR-Suedsudan@giz.de).

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

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**Opening Date:** 24/08/2022

**Closing Date:** 13/09/2022

