



Danish Refugee Council
 Juba Country Office
 Addis Ababa Road, Next to
 UNICEF, Juba, South
 Sudan



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. BEU 2022/28/12/0001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

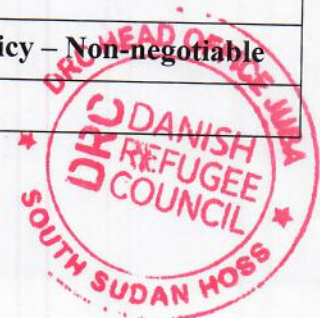
The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

Position Title:	HR/Admin Officer
Reports to:	Area Manager
Unit/ Department:	Support
Location:	Bentiu
Employment category	NMGH1.1
Eligibility:	South Sudanese National Only
Length of contract	11 Months
Employment Start Date:	1st February 2023
Salary	According to DRC salary policy – Non-negotiable
Advertisement Closing Deadline	16th January 2023





Overall purpose of the role:

The purpose of the HR/Admin Officer is to manage the remuneration and compensation process as well as supporting recruitment and other HR processes for national staff. The positions report into the Area Manager and liaises with other HR Colleagues in Juba on a daily basis.

Responsibilities:

Staff Recruitment and Resignation

- Assist the hiring manager in the recruitment process from screening of job candidates, interviewing and testing applicants; notifying existing staff of internal opportunities and ensure that the whole process is transparent and unbiased
- Orients new employees by providing information packets, explaining policies, code of conduct and other HR related information
- Ensure Exit Checklist is proper and completely filled up online (or offline) for departing team members
- Ensure the accuracy of information provided to Juba HR for the computation of terminal benefits
- Hire and Terminate staffs in Dynamics

Personnel File and Dynamics

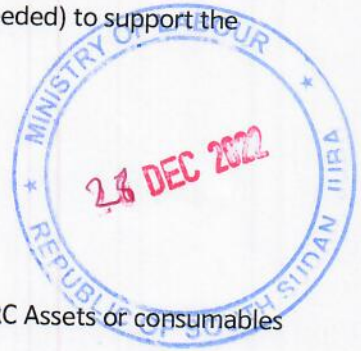
- Ensure that HR requirements and Administrative support are undertaken efficiently and professionally, including filing and maintenance of complete and up to date records – in Personnel Staff File and in Dynamics
- Ensure that each Personnel File is complete and arranged based on Personnel File Checklist
- Maintains HR records by keeping track and record of new hires, transfers, terminations, changes in job classifications, merit increases, tracking leave balances and entitlement
- Ensuring that all staffs are complete and personnel data are accurate in Dynamics

General Human Resources

- Ensure that Human Resource policies and procedures are well understood and adhered to by all staffs and conduct regular staff information sessions on different subjects. Advice and support Program and Support departments on Human Resource procedures.
- Responsible for payroll preparation and submission on the deadline including supporting documentation of any changes in the payroll
- Maintain administrative communication with Juba team including submission of TAF for staffs' official travels
- Maintain the strictest confidentiality at all times on matters pertaining to staff information
- Responsible for disseminating official information in relation to staffs' welfare or any other relative information



- Ensure up to date and submission of API and Staff Contact List on due dates
- Ensure accuracy of leave balances in Dynamics and/or offline (if needed) to support the managers for the efficient leave planning in their department



Administration

- Ensure efficient supervision of the cleaners and management of DRC Assets or consumables is properly in place
- Respond to general inquiries from staff in a professional manner
- Arranges place for workshops for DRC staffs
- Facilitate in the creation / renewal of DRC ID cards
- Receive new staff members and visiting staffs from Juba and other field locations.
- Support PMs in identifying and monitoring staff training, development and learning needs

Other Tasks

- Any other duties assigned by the Line Manager
- Support the harmonization of DRC DDG's national staff HR procedures
- Provide support in developing national staff development plans.

External Representation

- Support in ensuring good relationships with Ministry of Labor and RRC Offices etc

Experience and technical competencies: (include years of experience)

- 2-3 years' experience in a human resources management position
- Flexibility and adaptability for working under the pressure of multiple deadlines and competing priorities. Key to this characteristic is the ability to prioritize tasks.
- Strong interpersonal and communication skills for engaging regularly with both national and expat staff. Cultural sensitivity is essential.

Experience working effectively in teams and under minimal supervision.



<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> • Diploma or Bachelor's degree in Human Resources Management, Business Administration or relevant social science degree. • Any additional relevant qualification in human resources management/training will be an added advantage • Qualification in MS Soft packages, emails and other IT packages 	<p>Find the definition of DRC's Core competencies here</p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. <p>Demonstrating integrity: you act in line with our vision and values</p>
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • English • Arabic • Nuer 	
<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> • Programme managers • National staff • International staffs • Labor and RRC Offices. • Area manager 	



How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo. OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudangoforum.org/> for other suitable opportunities.

