



REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan



DATE: 14.../10.../2019

- Job Title:** HR Officer
- Duty Station:** Juba with frequent visits to field offices
- Opening Date:** 14th October 2019
- Closing Date:** 1st November 2019
- Starting Date:** ASAP

Reproductive Health Association of South Sudan (RHASS) is an indigenous Non Political, Non-governmental and not for profit making National NGO established by dedicated and committed South Sudanese nationals in 2011

RHASS provides sexual and reproductive health services and information to men, women and youths. It has a family health clinics situated in Juba and field offices in Torit, Bor, Yei & Wau, which are managed by qualified and experienced health personnel providing family planning services information and education on maternal health, child, counselling and advocacy which RHASS offer to South Sudanese people in support of national effort to improve the reproductive health situation in South Sudan.

International Planned Parenthood Federation (IPPF), United Nations Population Fund (UNFPA), Global Affairs Canada (GAC) and Department for International Development (DFID) support RHASS.

RHASS is therefore looking for a qualified and experienced Human Resource Assistant to manage its workforce both in Juba and in four field offices

Job Responsibilities and Qualification

We are looking to employ an HR Assistant with outstanding administrative and communication skills. He/She is expected to be a conceptual thinker with superb organizational and time management skills. He/She must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

To ensure success, he/she should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll



and benefits administration. Top candidates will be superb at problem solving, efficient in scheduling and precise in the recruitment process.

Job Responsibilities:

- Support all internal and external HR related inquiries or requests.
- Maintain manual and electronic records of employees.
- Serve as point of contact with field staffs.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Maintains staffs leaves calender
- Produce and submit reports on general HR activity.
- Assist in Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practice.

Job Requirements:

- Bachelor's degree in Human Resources or related (essential).
- 2 years of experience as an HR Assistant (essential).
- Exposure to Labor Law and employment equity regulations.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.
- Full knowledge of country security situation

Interested and qualified South Sudanese applicants are invited to send their **Application and CV, plus copies of education/qualifications and experience documents** to Reproductive Health Association of South Sudan (RHASS) along Gudele road opposite Episcopal Church's St. Thomas Church, for hard copies before 1st November 2019 by 5PM. Or strictly NOT more than 2 pages electronic copies send to recruitmntrhass@gmail.com. **Female candidates are highly encourage to apply**

For more information, please contact 0925433547

