



World Vision

SOUTH SUDAN

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Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development, and Advocacy Organization dedicated to working with Children, Families, and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity, or gender. All employment in World Vision is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking qualified and dynamic Individuals (**men or women**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: People and Culture Assistant Officer

Reporting to: Zonal People and Culture Officer

Location: Tenj North

Availability: As soon as possible

Purpose of the position:

The People and Culture (HR) Assistant provides administrative support to the Human Resources department, ensuring the smooth and efficient operation of HR functions. This role is essential in maintaining employee records, assisting with recruitment, onboarding, and supporting day-to-day HR functions.



ROLES AND RESPONSIBILITIES:

P&C Administration

- Maintain and update employee records and HR databases
- In collaboration with the Managers and the zonal P&C Officer – track and request timely end-of-contract notices and contract renewal.
- Coordinate training sessions and track employee development
- Handle routine inquiries related to HR policies and procedures
- Assist in payroll preparation by providing relevant employee information for separations and new hires.
- Ensure compliance with labor laws and internal policies
- Organize and maintain HR files and documentation
- Support employee engagement and welfare initiatives

Recruitment and staffing in the Area Program

- Assist in recruitment activities, including posting job ads, scheduling interviews, and communicating with candidates
- Prepare monthly recruitment plans in line with the annual zonal recruitment plans.
- Manage the recruitment in coordination with the Zonal P&C Officer on the Work Day.
- Support onboarding and conduct periodic new staff orientation for all recruits.

Workday management

- Enter all required staff data in Workday and update the Workday records.
- Reconcile the workday records with payroll and other information in consultation with the National P&C Coordinator (In-charge of workday operations).
- Ensure that the line managers enter/ complete the required procedures in Workday as per recruitment, performance management, staff movements, and staff exit guidelines.

P&C Files management

- Monitor, update, and manage staff records (Both virtual and hard copies) and provide accurate HR information for management decision-making
- Keep an efficient filing system (BOX files and Staff files) and verify periodically the accuracy of staff information on personal files.
- Ensure employee files are accurate and well-managed and always kept under lock and key;



- Track staff movement regarding absence, sickness, and annual vacation
- Work day system information management, ensuring all staff data is accurate.

Safeguarding focal point at the Area program

- In collaboration with the Safeguarding and Accountability Manager, organize and deliver safeguarding orientations for staff, volunteers, and interns.
- Ensure all staff, volunteers, and interns complete safeguarding orientations
- Ensure all staff and volunteers sign and acknowledge the contextualized Child and Adult Safeguarding Policy.
- Maintain proper records of policy acknowledgment in staff and volunteer files.
- Assist in timely reporting, referral, and follow-up of safeguarding incidents.

Reporting

- Prepare a monthly report detailing key contributions and achievements, challenges, support needed, and plans for the next month.

Faith & Development Activities

- Responsible for the devotion roster and invitations of external speakers for devotion. Lead field locations, F&D committee, and ensure faith is integrated into all the project activities
- Facilitate the process of local Bible study, and talent day, among other spiritual formation events
- Work with the zonal manager and F&D Officer/ Coordinator to facilitate WVSS-local Church relations
- Work with the Zonal leader and Coordinator to ensure meaningful church partners (among other key partners) engagement in all key sectors and create new ways of Church empowerment
- Make all arrangements related to training, conferences, and workshops (CFC, EWV, WITS, COH, Peacebuilding, assessment, baselines, evaluations, and work with concerned departments and partners to complete payment and wrap up all F&D-related events
- Ensure the smooth running of the Day of Prayer program
- Any other duties as directed by the Zonal Program Manager, F&D Coordinator, and F&D Officer
- Responsible for all available devotional materials and facilitating their corporate usage
- Being committed and an exemplary Christian with a life of prayer and a passion to work with staff spiritual formation and Church-related programs



Qualifications/Education/Knowledge/Technical Skills and Experience:

- Bachelor's degree or equivalent in Human Resources or management with field/practical experience working with situations of HR policy formation, guidance, and implementation.
- Broader understanding of the Labour Act and HR policies and practices of South Sudan.
- Understanding of Child and Adult Safeguarding law, prevalent policies and practices in South Sudan.
- Technical skills: Skills in Human Resources and management.
- Experience: 2 years' experience in a busy Human Resources/Humanitarian organisation.
- Other: strong relationship building and spiritual maturity in Christian faith, ability to influence, innovative, and proactive personality. Strong computer and knowledge management skills, including the ability to learn new platforms quickly
- Critical thinking skills to relate work performed to the broader business context.

HOW TO APPLY:

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter, and updated CV with at least three referees with their telephone numbers as per the instructions below:

Interested applicants should apply through the link:

Advert Duration	25th September-14th October 2025
Click this link/copy this to the browser & apply	<u>https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Tonj-North-South-Sudan/Assistant-P-C-Officer_JR45320</u>

The online open vacancy will automatically close on the specified date and time. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted, and documents once submitted will not be returned to the candidates.



World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



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Labour Card is one of the
requirement

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28/09/2025

