



50-H-3
Approved by Senior Inspector,
MAL/RO/JI
19/04/2024



JOB ADVERTISEMENT

April 19th 2024

Job Title	Human Resource and Admin Officer (full time)
Location	Juba, South Sudan
Supervisor	Executive Director
Duration	6 Months (with possibility of extension based on funding and performance)
Start Date	As soon as possible

BACKGROUND

Women for Change (WFC) is a national non-governmental organization (NNGO) formed in 2016 and legally registered in 2018 by a group of South Sudanese women from various diversity and experiences, with a feeling of supporting the well-being and economic stability of widows, school dropout and children suffering from the intentional and unintentional cause. As women and child-centered-humanity-driven organization, WFC has been heavily involved in implementing Protection, Advocacy and Peace building and sustainable livelihood programs in Central Equatoria State, Eastern Equatorial State, Warrap State, Northern Bar Gazel State and Jonglei State.

ROLE OVERVIEW

The HR&AO will support the organization to ensure efficient and accurate management and maintenance of the human resources (HR) and administration activity. The HR&AO is responsible for maintaining the Activity's HR systems and records, according to Women for change and South Sudan Government rules and regulations. Furthermore, this position will manage, liaise, and coordinate closely with the team in Juba and field offices.

Key Roles of Human Resource

Recruitment of staff: In coordination with the line managers, receive all recruitment requests and ensure approvals by the labour office. When the recruitment is completed, open file for the respective employee and ensure all records are properly filed.



Income Tax Returns: In coordination with the finance department, ensure that all tax returns are remitted to the local authorities as per South Sudanese law.

Preparation of Staff Payrolls: The HR & AO is responsible for preparation of Staff monthly payrolls and ensure.

Staff Appraisal: Maintain the staff appraisal schedule and inform the employees and the line managers of their due dates, as well as follow up with both the employees and line managers for the submission of the completed appraisals.

Timesheets: Send the monthly timesheet submission reminder to all employees. Receive all the timesheets and check for accuracy and submit for payment.

Preparation of staff contracts, renewals, amendments, and terminations: Ensure that all staff are issued contracts on commencing employment with Women for Change or notice is given to all the employees whose contracts are ending. In coordination with HRD, ensure that a" termination are approved by the Chief of Executive Director and labor office and keep reports of all staff incidents for future reference.

Online records retention and filing system: Scan and upload the employee's recruitment documentation and retain hard copies as per regulations.

Organize Weekly staff meetings and manages them to ensure that all staffs attend the weekly meetings.

Monitor the implementation of WFC policies and procedures and those of South Sudan to ensure that all staffs are up to date with the policies and procedures of WFC.



HR activities to Executive Director. Ensure compliance with all statutory requirements and brief key program in new requirements; Liaise with other NGO's regarding current HR issues and concerns. Perform any other task as required.

Administrative duties and responsibilities

A. General Administration

- Provide general administrative support to project office including managing
- Manage water, electricity supply and telephone/internet lines
- Comply with safety of office supplies, materials, equipment, and physical facilities
- Maintain office premises to provide good working environment.
- Implement administrative policies and procedures
- Manage administrative function and establish internal administrative systems and controls
- Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version
- Maintenance of attendance register, contracting, logistical arrangement, maintaining of project document folders (staff, contracts, incoming and outgoing letters, etc.)

B. Inventory Management

- Manage and maintain inventory and physically verify as per need.
- Prepare the inventory report of furniture, equipment, and goods.

C. Coordination

- Coordinate administrative activities and maintain monthly and yearly timetable.
- Support in recruitment process locally and keep the employee records by coordinating with project management team
- Keep track/record of the training and workshops attended by staff.



Other Duties

- Perform any other duties and responsibilities as assigned by supervisor.

QUALIFICATION

1. Bachelor's degree in human resource management from a recognized Institutions/University and Other relevant certifications will be considered as added advantage with a Minimum of four (5) years of experience in a professional human resources role, including at least a year with an International Implementing Partner or Non-Governmental Organization.
2. Strong working knowledge of South Sudan Labor Laws
3. Experience in liaising with other organizations and government officials.
4. IT literate, with good report writing skills and proficiency with Microsoft Office applications.
5. Fluent in spoken and written English (Arabic an advantage)
6. Flexible, creative, and prepared to work effectively to meet deadlines in a demanding work environment.
7. Must be a South Sudanese with proof of national ID attached to the applications.

APPLICATION PROCESS

Interested applicants should submit a **maximum 4 page updated Resume** and **one page cover letter** addressing to the **HUMAN RESOURCE DEPARTMENT, WOMEN FOR CHANGE (WFC)** stating how you meet the eligibility criteria along with supporting documents by the deadline of **May 9th .2024, at 5:00PM**. Applications should be also be hand delivered to our physical address at the



head office in Gudele Block 7-off 7eleven Supermarket, just after Relax Restaurant or Email to: procurement@wfc sud.org CC: womenforchange10@gmail.com

NB: The Subject line of the application should be clearly mentioned: “@WFC Human Resource and Administrator Officer 2024”. For Hard copies should also have the same written on the Envelop. Failure to indicate this, your application will not be considered for review.

NOTE:

DIVERSITY, INCLUSION AND SAFEGUARDING

At Women for Change (WFC), we are committed to creating a diverse and inclusive environment of mutual respect. WFC recruits, employs, trains, and promotes regardless of ethnicity, religion, sex, age, region, or any other basis covered by appropriate law. All employment is decided based on qualifications, competence, integrity, and organizational need.

Women for Change (WFC) has a zero-tolerance on conduct that is incompatible with the aims and objectives including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to WFC’s policies and procedures, and the standards of conduct expected of WFC personnel and will therefore undergo rigorous reference and background checks.

Due to the urgency of the assignment screening will be done on rolling basis.

Female Candidates are highly encouraged to apply.

