



Approved  
*[Signature]*

Job Title:	HR Assistant
Job Location:	Juba – South Sudan
Reporting to:	HR Officer
Starting Date:	20 <sup>th</sup> January, 2022
Closing date:	07 <sup>th</sup> February 2022

#### Main Job Purpose:

HR Assistant supports ACROSS's human resources department in the daily administration of its activities. He / She assist with employee recruitment, training and staff relations. HR Assistants help create a productive work environment by designing, implementing, and monitoring management's employee development processes, programs and policies. The HR Assistant also serves as a liaison between the human resources department and employees for effective communication and conflict resolution. Additionally, HR Assistants coordinate meetings and maintain personnel records.

#### JOB FUNCTIONS:

- Assist with day-to-day operations of the HR functions and duties
- Assist HR Managers in the whole recruitment lifecycle (e.g. onboarding new hires and candidate sourcing.)
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

#### MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

##### a. Education:

Degree in Human Resources or related field  
Diploma in Business Administration

##### b. Work Experience

- Minimum 2 years' experience in same position of HR Assistant
- Proven experience as an HR Assistant, Staff Assistant, or relevant human resources / administrative position
- Basic knowledge of labor laws
- Fast computer typing skills (MS Office, in particular)

- Hands-on experience with an HRIS or HRMS

#### PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- A committed Christian of good character and values.
- Good analytical and problem-solving skills.
- Excellent interpersonal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at work place.
- Good planning, analytical and organizational skills
- Articulate, with excellent verbal and written communication skills.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Computer literacy in MS Word and MS Excel.

#### Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.
4. Strong interpersonal and communication skills in a multi-cultural setting.
5. Ability to live and work in the difficult and harsh conditions is desirable.
6. Computer Knowledge (Microsoft Office-Word, Excel, PPT and outlook email)

If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), Nationality Certificate, Cover Letter and a written Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) copy [hrmanager@across-ssd.org](mailto:hrmanager@across-ssd.org)

- **Applications without written Christian Testimony will not be considered**
- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted
- **This Vacancy is open to South Sudanese ONLY**
- Applications once received are NOT Returnable
- Attached copies of your Certificate

**N.B. Due to the urgency for this position as the HR Assistant is very urgent, applications will be evaluated as they come in and suitable candidate may be selected before the dateline of the advertisement**

