



Job Advert

SD.H3

TERMS OF REFERENCE

Job Title	: Human Resource Assistant
Number of Positions	: One (1) Position
Duty Station	: Juba
Duration	: Three (3) months, possible extension
Eligibility	: This position is for South Sudanese nationals only
Anticipated Start Date	: Immediately
Advert Closing Date	: October 27th, 2021 17:00 pm



BACKGROUND OF ACCESS FOR HUMANITY

Access for Humanity (AFH) is a national non-profit making, humanitarian, and developmental organization, fully registered under the laws of the Republic of South Sudan.

The mission of AFH is to see well-informed communities that are free from health-related issues, free from food insecurity, where there is social justice and gender equity, where women are empowered and women's and children's rights are protected, where everyone live in peace and coherence with one another in a sustainable environment, and where humanitarian crises are prevented and/or challenged.

AFH is serving the most disadvantaged communities of the Republic of South Sudan; that are living in the remotest areas of the country. Since early 2018, Access for Humanity is implementing and coordinating Routine Immunization (RI) and Polio Surveillance strengthening activities in over 30 counties in the Greater Upper Nile region of the Republic of South Sudan.

GENERAL OVERVIEW OF THE POSITION

The Human Resource (HR) Assistant will manage the day-to-day Human Resource activities in the office. The HR Assistant will provide guidance to the development and monitoring of process related to recruitment, retention, compliance, compensation, benefits, trainings and development.

The Human resource Assistant reports to the Operations Manager.



REQUIRED PROFILE, EXPERIENCE AND SKILLS

- Must have at least a Diploma/Certificate of education in Human Resource Management or its equivalent.
- At least two years' experience in the field of Human Resource Management.
- Must be familiar with the South Sudan Labour Act and regulations governing Human Resource.
- Excellent organizational and time-management skills.
- Ability to work with managers to assess/resolve complex issues pragmatically.
- Ability to define problems, establish facts, analyze situations and make decisions.
- Ability to communicate effectively and to deal politely with the public.
- Ability to conduct individual and public teaching/education and counseling.
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- Excellent written and verbal communication skills.
- Excellent critical and creative thinking and analytical skills.

- Strong interpersonal skills and demonstrated ability to establish effective working relations with staff.
- Fluent in English and Arabic language.
- Strong understanding of confidentiality as it relates to Human Resources.
- Must be a citizen of South Sudan.

HOW TO APPLY

Qualified applicants should send their updated Curriculum Vitae, Motivation letter and copies of credentials, South Sudanese National ID card and contact details of two professional referees via:

E-mail to:

- 1) mosesbatali@accessforhumanity.org
- 2) Copy: okunisimon@accessforhumanity.org/ sellwa@accessforhumanity.org

Hard copies can be delivered to:

1. Access for Humanity Head Office, Hai Gudele Block 7, Juba, South Sudan

For direction call: +211 924 246 682/+211 922 900 110



WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Only shortlisted candidates will be contact

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7/ Oct / 2021

