



Job Advert

SD.143

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1-06-2023



Position Title: HR Officer

Location: Juba

Number of post: one (01)

Duration of Contract: 12Months with possibility of extension depending on funding availability

Application Start: 1/06/2023

Application End: 20/06/2023

Organization Background

Help Education South Sudan (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

Purpose of the position:

The human officer will take lead in the process of recruitment, preparing the monthly payroll, processing the PIT payments and services as the principal and assist the administration manager human resources daily routines.



Duties and Responsibilities

- Inform staff regarding HelpEducation South Sudan HR policies and Procedures at the office
- Ensure Compliance with HelpEducation South Sudan policies and the local labour laws in all procedures and processes
- Coordinate staff recruitment and exits, introductions, trainings, staff benefits etc. on office level
- Ensure that staff records are up to date and filed appropriately for Juba, Tonj south, and Awerial County.
- Responsible for well-functioning reception, clean office and compound premises
- Implement and maintain a filing system for all administrative documents according to procedures
- Prepare field staff payroll for Juba, Tonj South, and Awerial County.
- Carry out periodic Inventory audits for compound equipment
- Facilitate the recruitment of staff and make sure the legal procedures are followed
- Supervise the HR and Admin Assistants, cleaners and cooks
- Any other duties assigned by the supervisor
- Process and prepare for approval salary advance request for staff.
- Process and remit PIT payments accurately and timely.
- Ensure salary advances and outstanding work advances beyond 7 days are deducted from individual staff.
- Track and file staff monthly time sheets for every staff.
- Track leave and R&R record on system and advise the line managers on huge unused leaves.
- Prepare work service certificate for staff that have departed.

Qualification Requirements

- Relevant higher education (Business Administration , Human Resource Management)
- Minimum 4 years of working experience in a humanitarian/recovery context within support function, with a national or international NGO.
- Good communication skills (written and verbal), cultural sensitivity, flexibility, ability to improvise, team player.
- Ability to live and productively work under stress and in insecure and harsh environments while maintaining a sense of humor.
- Experience working in remote, complex, and volatile contexts.
- Computer skills (primarily MS Office applications), especially Microsoft Excel.
- Understanding and knowledge of the local context.



- Fluency in English, both written and verbal, and Arabic is essential. Knowledge in other local languages is a strong advantage.

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

Deadline for submission of applications is 20th June, 2023 at 5:00 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3rd Floor, Hai Cinema, while the soft copies to be sent to: ed.helpeducationssd@gmail.com, and copy nhial.helpeducationssd@gmail.com

Only shortlisted candidates will be contacted by e-mail or by phone,

NB: Women are strongly encouraged to apply!

