



ZOA Dorcas South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**Human Resource Assistant**  
**Stationed in Wau, Western Bahr El Ghazal State**  
**Start Date: As soon as possible**  
**Duration: Until 31<sup>st</sup> December 2022, with possibility of extension depending on performance and funding**

### **JOB PURPOSE**

The aim of this position is to support the HR-activities in Warrap and Western Bahr El Ghazal. The HR Assistant will assist in carrying out the following functional areas: the daily administrative and HR duties of ZOA Dorcas South Sudan. This includes, but is not limited to recruitment & selection process in coordination with Senior HR Officer, complete and quality HR records maintenance, staff development & performance management, payroll processing, provision of clerical support to all employees, support in development and roll-out of people management policies and procedures. HR assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.

### **Key Result Areas**

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources Senior HR Officer.
- Compile and update employee records (hard and soft copies).
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Support in staff development and performance management.
- Process documentation and prepare reports related to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.).
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
- Address employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (overtime, and any new changes etc.).
- Communicate with public authorities and services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist in sourcing candidates and update the recruitment tracker.
- Complete termination paperwork and exit interviews.



- Keep up-to-date with the latest HR trends and best practices.
- Maintain digital and electronic records of employees.

**Preferred Skills/Qualifications for this particular position**

- Diploma in human resources management or related (essential).
- 2-3 years of experience as an HR assistant (essential).
- Sound knowledge of labor law and employment equity regulations.
- Effective HR administration and people management skills.
- Solid experience with payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Experience with a HR software package is a pre.
- Excellent organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Structured and meticulous attention to detail.
- Ability to accurately follow instructions.

**GENERAL CORE COMPETENCIES**

- **Functional/Technical Skills:** Strives for excellence. Demonstrates functional knowledge and expertise of job functions. Possesses sound technical knowledge and abilities
- **Communication:** Demonstrates effective written and verbal communication skills. Communicates clearly, concisely and with candor. Keeps others appropriately informed
- **Collaboration & Teamwork:** Builds effective relationships, collaborates well and is a team player. Reaches out to team members and stakeholders whenever needed.
- **Interpersonal Skills:** Shows respect, compassion and optimism. Cares about others and is generally easy to work with. Committed to creating and maintaining a safe & well-functioning workplace.
- **Planning & Time management:** Sets priorities effectively and develops appropriate plans of action. Has effective organization & time management skills. Is able to complete work quickly and effectively.
- **Innovation & Creativity:** Comes up with new and unique value-adding ideas; has good judgement about which creative ideas and suggestions will work.
- **Change & Conflict Management:** Leads, Manages or embraces change effectively (depending on role). Deals well with ambiguity. Proactively manages conflict and views problems as an opportunity.
- **Perseverance & Drive:** Pursues work with energy, drive and a need to finish. Appropriately stays on track, especially in the face of setbacks. Pushes other to achieve.
- **Supports Diversity:** Supports equal & fair treatment and opportunity for all. Respects the sensitivities of others. Reaches out to others for diverse perspectives.

**What we offer**

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.



**How to apply**

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to [recruitment.southsudan.wau@zoadorcas.ngo](mailto:recruitment.southsudan.wau@zoadorcas.ngo) or hard copies of your application to ZOA- Dorcas office at Sikka Haddid, near Airport. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

**Closing date: 16<sup>th</sup> May 2022 at 5:00 PM**

Only shortlisted candidates will be contacted.

**Note:**

**This position is for South Sudanese Nationals ONLY.**

All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse). Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.

*JAW/2*  
*26 April 2022*

