

EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. MAK 2023/14/04/0005

Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

DRC Seeks to Recruit:

Position Title	HR/Admin Assistant
Reports to	Area Manager
Duty Station	Malakal
Contract Type	Internship
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement Closing Deadline	3 rd May, 2023

Overall purpose of the role:

The HR and Admin Assistant position is to support the program and its entire staff in all HR related issues. The employee ensures that all HR documents are properly filed and reports are produced and submitted on time.



Responsibilities:

- Responsible to ensure that the Human Resources requirements and administrative support are undertaken efficiently and professionally, including filing and maintenance of records
- Assisting in the screening of job candidates, interviewing, and testing applicants; notifying existing staff of internal opportunities;
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time;
- Maintain the strictest confidentiality at all times on matters pertaining to staff information;
- Respond to general enquiries from staff in a professional manner;
- Assist in the tracking of payroll changes such as anniversary step changes and updating/processing the monthly payroll memo;
- Responsible for payroll month end responsibilities including filing;
- Orients new employees by providing orientation information packets; explaining policies; code of conduct etc. and other HR related information;
- Arranges workshops for DRC staff and External INGOs.
- Provide office and administration support for Malakal programme team.
- Assist in office photocopying and filing.
- Ensure that all office equipment and facilities are functioning properly. Prompt reporting and action taken in the event of theft or damage to DRC equipment or facilities.
- Maintain administrative communication with Juba based team and update Base Contacts sheet in a monthly basis.
- To be responsible for the maintenance of Admin office stationery supply, raising and following monthly Order Request with Procurement and controlling the HR-Admin stationary stock.
- Facilitate in the creation / renewing DRC ID card for all Malakal staff.
- Any other duty assigned by Head of Finance and Admin.

Experience and technical competencies: (include years of experience)

- Previous experience working with an NGO (at least 2 years)
- Cultural awareness and sensitivity towards different ethnic groups.
- Proven organizational ability.
- Ability to work proactively and with initiative.
- Commitment to a team approach.
- Excellent interpersonal and communication skills.
- Flexible, reliable and trustworthy.
- At least 2 years' experience of HR and Administrative work;
- Excellent planning and organizational skills;
- Basic computer skills particularly Microsoft Office;



Education: (include certificates, licenses etc.)

- A Diploma in human resources or any other related field.
- Basic computing skills, Microsoft excel and word



<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • Fluent in English and some basic knowledge of Arabic • A local language 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> • All DRC Staff • Juba HR Office • Local Authorities 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p>Basic: I master the essentials, but may at times need help from others Advanced: I can work independently at full professional level. Expert: I am the go-to person when others need help.</p>

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo. OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Malakal/Juba or to any DRC field offices. Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position is urgent, applications will reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

Safeguarding: DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti –Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Approval

