



PACIFIC PETROLEUM GROUP
Energy, Powering Growth

Approved
accordingly



HR/ ADMIN ASSISTANT

Pacific Petroleum Limited, South Sudan, is looking for a HR/ Admin assistant, who will be responsible for providing effective human Resource Management, administrative and operational support to various functions of the Company so as to ensure optimal contribution of HR needs of the organization and staff

Duties and responsibilities

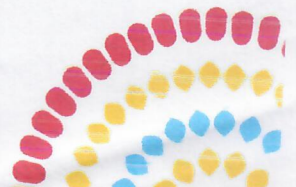
1. Participate in recruitment and selection through shortlisting, inviting candidates, participating in interviews and ensuring induction of new employees.
2. Participate in implementation of performance management process by ensuring staff go through the performance review sessions with their managers as well as reviewing staff reporting to you.
3. Leave Management process from proper monitoring and recording of leave days and reporting absences.
4. Initial preparation of monthly payroll to ensure timely payment of salaries.
5. Support implementation of HR processes and procedures for effective operations.
6. Custodian of employees' files and documents including confidential documents.
7. Any other duty as may be assigned by Senior Management from time to time.

Job Requirements

1. Knowledge of relevant HR laws and rules.
2. Ability to run and manage the HR department on a day – to – day basis.
3. Stay up – to – date on HR trends, industry regulations, and best practices
4. Provide guidance and advice to management and other staff on HR matters

Pacific Petroleum CO. Limited
Pacific Plaza, Next to Care Plus Hospital
(Adjacent Road of Panaroma Hotel,
Airport Road), Tongphing Juba

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www.pacificpetroleumltd.com





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Profile of the candidate

1. At least a diploma in Human resources
2. Excellent communication, organization and problem- solving skills
3. Strong analytical skills and information Technology mindset

All qualified candidates are encouraged to apply.

Please send your detailed **CV ONLY** to hr@pacificpetroleumltd.com. Or drop at the main office, Pacific Petroleum Limited, Pacific Plaza, Next to Care Plus Hospital, Tongphing Juba. Applications should be received by 24th February 2024

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