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Approved by Senior Inspector,
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22/06/2023
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN, JUBA
22 JUN 2023

HUMAN RESOURCES AND ADMINISTRATION OFFICER
NUMBER: CINA/HR/170523/G.2B
(RE-ADVERTISEMENT)

Location :	Juba, South Sudan
Application Deadline :	12 th July 2023
Type of Contract :	Service Contract
Post Level :	G.2B
Reporting to :	Finance & Admin Manager
Starting Date :	Immediately
Duration of Initial Contract :	3 months

Background

Community in Need Aid (CINA) is a non-governmental, non-profit making humanitarian and development organization formed in 2010 operating in South Sudan. CINA South Sudan is mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters and the organization is committed to attaining sustainable socio-economic development founded on community ownership, peaceful co-existence in diversity, improved quality of life, and self-reliance. CINA has been working in Jonglei, Lakes, Central Equatoria, Eastern Equatoria, Western Equatoria and Western Bahr el Ghazal and Upper Nile States of South Sudan since 2011 to date. To effectively achieve the Programme objectives, CINA is therefore, seeking for a qualified candidate to fill the position of Human Resources and Administration Officer to be based in Juba Country Office.

The Scope

The Human Resources and Administration Officer provides advice and assistance to Managers, supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policy and other related policies. The position coordinates the staff recruitment process. The Human Resource and Administration Officer provides advice and support to supervisors and staff selection committees and ensures that they have accurate and timely information in order to make effective decisions.





Primary Responsibilities and Duties

Human Resources Management

1. Promotes a professional, positive, and supportive work environment. Maintains safety at work place by ensuring all CINA's offices meet required security standards for the safety of staff and assets. Provide security briefing/update to staff on daily basis. Attends relevant security and safety meetings/briefs and updates the management where necessary.
2. Assists to maintain and update the Personnel/HR Manual as may be needed. Explains the provisions of the Personnel Policy and other related policies to the staff.
3. Maintains a working knowledge of national and state legislation that impacts the various facets of the personnel function to ensure practices and policies are in compliance.
4. Coordinates benefit plan design and/or revision. Communicates changes to staff through written materials or group presentation. Serves as information resource to staff in regard to individual or group benefits. Provide advice and assistance to staff and management on pay and benefits systems. Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangements.
5. Coordinates the development of a structured, competitive employee compensation program to include the use of job descriptions, salary ranges and merit increase guidelines.
6. Develops and maintains staff job descriptions.
7. Processing of monthly payroll
8. Advise and processing of staff salary advances and salary loans
9. Provides timely notification to Managers and Supervisors when employee performance appraisals are due; advises Admin Manager/Executive Director of excessive delays; and provides salary changes to Finance Manager for payroll processing. Ensures performance appraisal measures are administered fairly and consistently. Conduct exit interviews.
10. Spearhead in recruiting, interviewing and selecting of candidates for designated position vacancies using productive sources and methods including internal candidates.
11. Conducts orientation sessions for new employees.
12. Maintains complete personnel files and required employment documentation for all employees in compliance with recommended record keeping practices and HR policy.



13. Generates various routine and/or ad hoc reports for the Administrative Manager and senior management for oversight or internal control.
14. Counsels management and staff on personnel related issues such as discipline, terminations, personality conflicts, job transfers, policy interpretation, and other sensitive issues.
15. Assists Finance Manager in managing employee/volunteers/consultancy contracts, checking when contracts are ending, request for updates and communicate accordingly to staff/volunteers/consultants end of contracts notification.
16. Assists Executive Director/Assistant Director in preparing/reviewing vendor/partner/consultant Terms of Reference (ToR), Expression of Interests (EoI), Scope of Work (SOW) and Contracts Agreement/Memorandum of Understanding (MoUs) and/or Addendums.
17. Oversees scheduling of, and records all employee vacations, personal, sick, and annual leave and time sheets; ensures that all departments are adequately staffed at all times. Inform affected staff of unexpected absences from work and coordinate actions ensuring the continuity of services such as staff to cover, shifting of tasks to other staff or cancellation of some staff leave.
18. Coordinates and arranges for staff professional development seminars/programs and monitors the organization's tuition assistance program in accordance with the approved budget.
19. Completes designated salary/benefits surveys for external vendors/consultants and maintains current results as reference to monitor trends and benchmarks.
20. Ensures the adequate and timely communication to staff on personnel related issues (i.e. staffing changes, benefit issues, changes in policy and procedures, and other relevant areas). Holds monthly staff meetings and conducts training sessions as needed.
21. Participates in the Ad hoc Senior Management Team meetings as needed. Provides human resources/benefits content for completion of meeting minutes.
22. Assists the Finance Manager with the planning and coordination of the Year End Planning Meeting, including budgeting, staff travel, and taking minutes of the meeting and drafting of reports.
23. Monitors daily attendance, investigate and understand causes for staff absences, recommend solutions to resolve chronic attendance difficulties and provide basic counselling to staff who have performance related obstacles.
24. Evaluates applications for internships and coordinates all internship placement activities within CINA departments.



25. Performs other HR related duties as may be required

General Administration

1. Provides day-to-day administrative support to the managers, including minute taking, report writing, travel arrangements, workshop arrangements.
2. Fills in and share the overall staff pick and drop tracking sheet.
3. Booking of flights and hotels for staff and consultants.
4. Managing logistics for consultants and senior staff including official pickups, visas, work permits, health certificates, health insurance and other related travel and documentation requirements.
5. Arranges for the repairs of furniture, vehicles, motorbikes, generators, solar systems, internet, boats, computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns.
6. Processing various registration and admin certificates on time
7. Perform any other administrative role that may be assigned.

Other Areas

Education Qualifications.

Bachelor Degree or Post Graduate Diploma in Human Resources Management, Public Administration, or related Disciplines.

Minimum 3-5 years of experience in HR & Admin

Skills

- Strong facilitation skills
- Efficient operational skills
- Strong social and communication skills both verbal and written
- Strong in decision-making skills (in tactical project issues).
- Strong planning and implementation skills, and is able to analyze and come up with suitable and sustainable community driven solutions
- Excellent writing and reporting skills
- Fluent English both spoken and written
- Strong Community mobilization skills





Competencies:

- Good planning and implementation ability.
- Good understanding of broader Human Resources and Administration
- Ability to network, lobby and advocate on behalf of CINA.
- Knowledgeable in context and culture of South Sudan
- Knowledge of local Languages in South Sudan, including Arabic will be an added advantage
- Knowledge of claims processing techniques and budgetary practices and controls
- Experience preparing spreadsheets and a risk management information system.
- Stress management skills
- Interviewing skills
- Time management skills

How to Apply:

Please send your application and CV with accompanying documents electronically to recruit@cina-southsudan.org and cc hannahk2007.cina@gmail.com by July 12th, 2023 at 5:00 Pm promptly.

Female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted.

Due to urgency of filling this position, selection may be done before the deadline.

Important: CINA is committed to safeguarding and promoting the welfare of children and their families and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign and adhere to CINA's Child Protection Policy, PSEA Policy and Code of Conduct upon taking their job offers.

