



EXTERNAL JOB VACANCY

Vacancy NO. 27-MELUT -HRO - 2023-03- 02-21 – N (Re-advertisement)

Job Title: Human Resource & Administration Officer (1 Post)
Location: Melut County
Duration: 8 Months with possible extension, depending on availability of funding
Reports to: Area Coordinator
Start Date: ASAP
Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

Position summary:

Working under the supervision and guidance of the Area Manager, the HR and Administration Officer will ensure timely and quality delivery of HR services to its daily clients with integrity and Professionalism

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

Recruitment:

Receive and review all approved incoming RRFs and JDs to ensure they are well coded with project and activity code, has correct titles, hire period and salaries before position is advertised. Liaise with requesting manager for any discrepancy in the RRF and provide timely feedback;

- Take lead in local position recruitments in Melut including but not limited to Advertising, shortlisting, interviewing and conduct induction of new employee.
- Coordinate the schedule for interviews with requesting department and administer testing as



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- appropriate;
- Assist in conducting reference and anti-terror check for potential successful candidates

Payroll Process:

- On monthly basis prepare RI full time and Incentive staff Payroll memo in a quality and timely manner and reconciling Payroll information with Time sheets including;
 - Circulation of monthly time sheet allocations and time sheet template to all staff for completion
 - Dissemination of pay slips to all staff for their signatures. Ensure staff has copy and another copy for file.
 - Receiving of approved time sheets, signed pays lips and reconcile against payroll and maintain a file of each month time sheet in filed and send copies to Juba.
- Provide timely feedback to Juba and field based counter parts on any discrepancies identified in the payroll memos and facilitate the correction of the same
- Handle staff payroll inquiries and liaises with Juba HR team and other units on relevant issues; provide advice and support to staff in field on related payroll and benefits queries
- Observe payroll deadline and ensure all policies are adhered to.

Leave Management:

- With support of Supervisor, ensure all staff take their leave every quarter
- Receive all field leave forms and ensure they are correctly completed and approved
- File all approved leave form copies in staff files
- Track all leave days taken and balances
- Ensure all leave forms are archived in one single folder and share with the HR focal point for leave administration in Juba

Training

- Train new staff on RI policies in absence of the HR Coordinator
- Conduct induction for all new staffs hired
- Ensure all National staff complete courses in RI academy including on line security Training.
- Track all training conducted in the field outside RI academy and send Power hour form to the HR coordinator.

Performance Appraisal and capacity building

- Remind supervisors and follow up Performance reviews for staff due.
- Receive performance review forms
- Under the guidance of senior HRO, review the quality of performance objectives and provide support to supervisors and extract every training needs of each staff identified during the performance review.
- Track performance reviews of staff who have completed and those not completed.
- Ensure all performance reviews forms are sent to the senior HR officer in Juba

Terminal Benefits

- Support the senior HRO in processing NSIF including;



- Checking of exit Clearance to ensure its fully completed and that all department head approves in their section
- Ensure deductions and payments are clearly reflected in the clearance form and fully supported with valid documents.

Liaised with Field HR and Field manager to ensure NSIF of staff who left RI is clear within 1 week of separation with the staff.

General Administration

- Responsible for the day to day running of HR administrative function including;
 - a. Ensure all staff has RI ID Cards- Make sure staff fills ups ID request form, send to Juba with Passport size photo attached;
 - b. Ensure all staff has personal files and copies of all documents related to the staff are kept confidential and locked.
 - c. Ensure Stationary is in place for smooth running of HR department
 - d. Ensure the office and compound is maintained, organized and smart all the time
 - e. Supervise the office Cook and Cleaner
 - f. Maintain data base of all staff details;

Other responsibilities: As assigned by supervisor

Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.

Note:

- The role of the **Human Resource & Admin. Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Human Resource & Admin. Officer** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

Applicant for this position MUST have:

- Degree in Human Resource Management/ Administration from in Clinical recognized Institution.
- At least 3- 4 year work experience in similar position with International NGOs (**MUST**)
- Strong and Proven organizational skills and ability to operate professionally with minimum supervision.
- Excellent Computer knowledge especially MS-word, excel and power point
- Professionally fluent in written and spoken English knowledge of the local language is an asset
- Excellent report writing knowledge
- Can operate under pressure with scarce resources and remain productive



Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked **27- MELUT -HRO - 2023-03- 02-21 – N** to CHD office in **Melut Or by Email to; recruitments@ri.org**

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

Deadline: March 15, 2023, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted for interviews.
- Document once submitted will remain the property of Relief International, so do not enclose Original document while submitting your application.
- Due to urgency of the position selection will be done simultaneously before the deadline.

NB. THOSE WHO APPLIED FOR THIS POSITION BEFORE ARE NOT LEGIBLE TO APPLY!

