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17/06/2022
19 JUN 2022



JOB VACANCY: Human Resources Officer (1)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, and the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified **South Sudanese national** for the position of **Human Resources Officer**.

Duty Station: Juba, Central Equatoria State, South Sudan.

Main objective:

The Human Resources Officer will support the Human Resources Manager and Coordinator to contribute to Ensuring that proper human resource policies and procedures are followed at Headquarter and Field Office level according to the AVSI Human Resource Management section of the Operational Manual and AVSI Salary Structure out human resources and development activities filing and keeping Human Resources documents for AVSI Foundation Office in Juba, Central Equatoria State.

Role

Responsible to the Human Resource Manager and HR Coordinator for the proper Human Resource Management in the country.

Assignments and functions

- Organize documents needed by auditor a head of time and provide them when needed
- Responsible in following up AVSI Foundation issues with UAP insurance
- Scanning the tax documents both personal income taxes (PIT) and rent taxes like office rent.
- Assist the HR Manager in the preparation of appointment, contracts and related documentation for national, payroll, salary payment and receipts.
- Assists the HR Manager in the preparation of monthly payments complain with local government and AVSI Foundation policies.
- Assists during the calculation of contract costs, over time, leave pay, final benefits etc.
- Assist in regulating and filing annual leave, sick leave, composite leave etc. in the staff personal files
- Responsible for filing the staff time sheets in file and others documents.
- Assist in monitoring and follow-up of human resources related issues in AVSI field offices and keeping all the original staff files of the staff in Juba and all the field officers
- Assist in following up all the documents of AVSI expatriate staff (Leave, work permit, and registration of medical officers and taxation)
- Participate in staff recruitment process and ensure proper induction, orientation is done to the new staff on AVSI Foundation organization polies and Labour Laws of South Sudan.
- Participate in dissemination and follow up of Performance Evaluation Reports and file them
- Assist in alien registration, visa and entry permit processing, he also processes travel authorization for international staff without work permit





People for development

- Assist in getting Job adverts approval from the National ministry of Labour and public services South Sudan
- Any other duties assigned by your supervisors.

Requirements

Education

- Diploma or Bachelor's degree in Human resources management, business administration or related field is an advantage.

Knowledge and experience

- Professional qualification in Human resources and administration management.
- At least 2-3 years human resources experience (preferably in INGO).
- Substantial experience with South Sudan Labour Laws
- Must be able to read, write and speak fluent English and Juba Arabic
- Excel and Microsoft applications - expert level required
- The knowledge of Payroll is an asset.

Skills

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Accuracy
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work under pressure and meet strict deadline
- Ability to work independently

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of AVSI Foundation.

How to Apply:

Applications should include updated **Curriculum Vitae (CV)**, copy of your **National ID** and **cover letter**. The candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to any AVSI Foundation Office in the Country:

- AVSI Office in Juba – Juba Afex River Camp
- AVSI Field Offices in Kapoeta, Cueibet, Torit, Isohe and Rumbek.

Or send in soft copy to Aziz.musema@avsi.org, ambayo.francis@avsi.org cc hr.southsudan@avsi.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **July 7th 2022**

Women are strongly encouraged to apply

