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Approved by
MOLRSS



ADRA

31/5/2021

Munuki SDA
Church Compound
P.O Box 247
Juba, South Sudan



JOB ADVERTISEMENT

Job Title: Human Resource Officer
Project: Education in Emergency Multi Year Project
Job Location: Juba, with frequent travels to the field sites
Duration: 12 months, renewable depending on performance & budget
Direct Supervisor: Operations & Security Manager
Date of posting: 31st May 2021
Closing date: 17th June 2021

Summary of Position

Organization description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in three thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods, agriculture and protection.

Purpose of the Position:

This position is to provide HR Administrative assistant support daily, manage remuneration and compensation process as well as support to recruitment process, other HR processes.

Main Responsibilities:

- Process the payroll and staff benefits (NSIF, Medical etc) and ensure that any adjustments to the monthly payroll are implemented correctly and timely.
- Support the Operations Manager in developing staff development plans



- Have solid understanding of queries, all aspects of terms of employment and regulations, in compliance with ADRA Operations policy and South Sudan Labour law.
- Support in general review of national staff compensation and benefits, support in answering queries to national staff compensation and benefits.
- Support recruitment process for the staffs in Juba, and the field offices in close liaison with the Operations Manager.
- Support the HR Assistant in ensuring staffs files are opened and well updated, and staff credentials are all filed including marriage certificates as required by the audit trial.
- Assist the Operations Manager in the arrangement of staff social functions, farewells, weddings, funerals, birth days etc
- Maintain HR Data base and update the HR system daily with accurate records such as leave requests and R&R etc
- Assist the Operations Manager in soliciting and follow up of staff work permits
- Support the exit interviews for staffs leaving ADRA
- Provide support to new employees orientations and inductions for all staffs
- Support the updates of staff AD&D, Medical and terrorist certification list
- Support the Operations Manager in Ensuring all staffs time sheets are received and filed into their respective files.
- Ensure the deadline for payroll processing is met by 22nd of every month.
- Perform any other duties assigned by the supervisor

Performance Indicators

1. Support in updating the insurance for all ADRA South Sudan staff
2. Monitor recruitment process are concluded within four weeks of the advertisement
3. Ensure all personnel files are updated with all relevant information as per the policy



4. Support the Operations Manager in ensuring all staffs receive notice within current legal periods as concluded by the contract.
5. Ensure records of all staffs are provided to the Operations Manager Monthly.
6. Ensure reports on time sheets submission is prepared and distributed

Other Valued Criteria:

1. Willingness and flexibility to work as a team
2. Social and cultural understanding
3. Computer literate
4. Ability to research, evaluate, analyse new techniques on recruitment method and procedures
5. Fluent in English Language
6. Planning and organizing
7. Ability to be approachable and to provide learning ears for all staffs.

How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to jobs@adrasouthsudan.org by 17th June, 2021.

Hard copies applications and copies of certificates can be submitted to ADRA office at SDA Church Compound Munuki. Not later than 17th June,2021

