



**NORWEGIAN REFUGEE COUNCIL(NRC)-SOUTH SUDAN
RE-ADVERTISEMENT INTERNAL AND EXTERNAL**

Position: HR and Admin Officer-Jonglei
Reports to: Area Manager-Jonglei
Supervision of: HR Assistants, Cleaners and Cooks
Duty station: Bor/ Twic East/ Duk and Akobo (Jonglei State)
Travel: 40%
Project number: SSFM2207/SSFM2224/SSFM2103/SSFM2301
Duration and type of contract: 6 Months definite Contract

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Livelihoods and Food Security.

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships. Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Project Coordinator is expected to represent NRC in a responsible manner and always act in accordance with NRC’s Code of Conduct.

REPORTING TO: Area Manager

1. Role and responsibilities

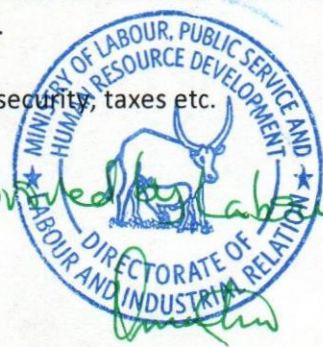
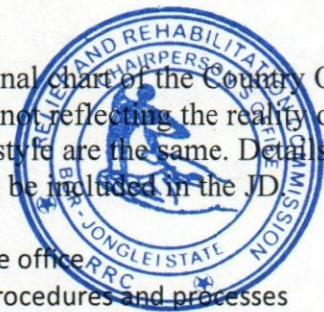
The purpose of the officer position is day to day implementation of the support functions responsibilities. Use action words such as ensure, implement or assist for the position relevant responsibilities.

Generic responsibilities

The responsibilities depend to some degree on the existing organizational chart of the Country Office and the size and complexity of the operations. If these responsibilities are not reflecting the reality of the field operations, the COs can adapt the content as long as the structure and style are the same. Details shall be incorporated in the Work- and Professional Development Plan and not be included in the JD.

- Implement and train staff in NRC’s HR policies and procedures at the office
- Ensure compliance with NRC policies and the local labor law in all procedures and processes
- Coordinate staff recruitment and exits, introductions, trainings, staff benefits etc. on office level
- Coordinate with relevant partners, suppliers, authorities, lawyers etc.
- Ensure that staff records are up to date and filed appropriately
- Ensure reporting, documenting and payment of staff benefits, social security, taxes etc.
- Prepare periodic HR reports
- Advise and support line managers staff in HR processes
- Prepare staff payroll where necessary

Specific responsibilities



02/05/2023



These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Inform staff regarding NRC's HR policies and Procedures at the office
- Ensure Compliance with NRC policies and the local labour laws in all procedures and processes
- Coordinate staff recruitment and exits, introductions, trainings, staff benefits etc on office level
- Ensure that staff records are up to date and filed appropriately for Twic East, Duk, Akobo and Bor.
- Responsible for well-functioning reception, clean office and compound premises
- Implement and maintain a filing system for all administrative documents according to procedures
- Prepare field staff payroll for Twic East, Duk, Akobo and Bor.
- Carry out periodic Inventory audits for compound equipment
- Facilitate the recruitment of staff and make sure the legal procedures are followed
- Supervise the HR and Admin Assistants, cleaners and cooks
- Any other duties assigned by the supervisor

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Cooperation with line managers and other staff
- Good cooperation with the area Managers
- Cooperation with support functions at Area and field Offices.

Scale and scope of position

Staff:	Supervising HR and Admin Assistants, Cleaners, Cooks, and day to today casual workers in the Compound.
Stakeholders:	Labour Office authorities, Candidates for Jobs during recruitments.
Budgets:	Make admin Cash forecast
Information:	Labour laws, Term of employment, code of conduct (HR Handbook) policies.
Legal or compliance:	Labour laws.

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories.

Competencies are important in order for the employee and the organisation to deliver desired results. Details about NRC's competencies are to be found in the Competency Framework. Competencies are relevant for all staff and are divided into the following three categories.

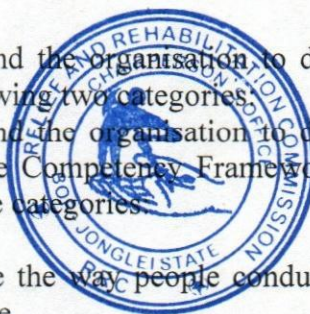
Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

Behavioural competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioural competencies, the following are essential for this position

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environments





Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience from working as a Support Function Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English

Context/ Specific skills, knowledge and experience:

- Example: Knowledge of the context in South Sudan
- Example: Knowledge of Arabic language and other location languages
- Example: Experience and clear understanding of NRC HR policies.

Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Working independently under pressure
- Good communication skills

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Application Procedure:

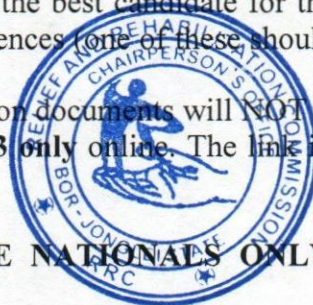
The applicant must provide a detailed CV and an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.

Please do not submit original certificates. submitted application documents will NOT be returned.

Applications must be submitted no later than **13th May 2023** only online. The link is on NRC Web and NGO forum Job web.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY. WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

Only short-listed candidates will be contacted, by e-mail or by phone.



Approved