



RURAL WOMEN FOR DEVELOPMENT SOUTH SUDAN (RWDSS)

P.O. Box: private, Head office Gudele 1 Former Amadi Coordination Office

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Website: www.rwdss.org

"Together we succeed"

VACANCY NOTICE

JOB TITLE	HR Assistant
LOCATION	Juba, South Sudan
REPORTING TO	Programme Manager
OVERALL PURPOSE	The Human Resources Assistant will be responsible for the day-to-day management of staff recruitment, contracts, development and administration. He/she will also be responsible for the department's record keeping including maintenance of database and personnel files.
ORGANIZATION OVERVIEW	<p>Rural Women for Development South Sudan a women-led National Non-Governmental Organization that is operating legally in South Sudan with registration No 371 - under the Nongovernmental Organizations Act of 2016. The organization's mission is "to empower women and youths to become self-reliant and aware of their rights."</p> <p>RWDSS' objectives are to promote and strengthen sustainable food security and livelihood among disaster-affected communities, promote access to alternative education for Women and youths, and protect the rights of women and children, improve access to gender-appropriate safe Water Sanitation and Hygiene services and promote peaceful co-existence.</p> <p>The organization's projects promote community driven innovations and The strategies promote community resilience and link project objectives national strategies and that of humanitarian coordination sectors.</p> <p>RWDSS contribute to information sharing by participating in County, State and national coordination forums such as the FSL cluster, WASH Cluster, Education Cluster, and Protection Cluster with operational presence in Yei, Lainya and Morobo of CES; and Tombura, Ezo, Yambio, Mundri West, Maridi, Mvolo, Zara, WES; and Torit and Magwi in EES and Wau County of WBGs.</p>

MAJOR OBJECTIVES

Programme quality

- Set up and maintain the departments filing system including maintenance of the personnel file
- Maintain the personnel database and ensure that the information is up to date
- Assist in administrative and logistical support on staff development/training (e.g. workshops & staff meetings)
- Organize orientation for new staffs
- Conduct regular skills audits and recommends training on specific areas of needs

- Ensure that all staff contracts are up to date
- Assist in handling staff welfare programs/activities
- Maintenance and tracking leave and attendance records
- Assist with separating staff clearance
- Regular travel to field locations to enhance HR procedures/practices as well as disseminate remuneration, benefits and welfare information to staff.
- Support the hiring and staff recruitment processes for the programme office and the country programme.
- Provide performance coaching and evaluation for all staff under his/her direct supervision.

MINIMUM QUALIFICATIONS/ EXPERIENCE
<ul style="list-style-type: none"> • 1 -2 years working experience • Diploma/Degree in Human Resource Management or related field • Good computer and writing skills • Excellent interpersonal skills • Good interpersonal and communication skills • Ability and willingness to travel to South Sudan

SKILLS/ATTRIBUTES
<ul style="list-style-type: none"> ▪ Able to work under pressure and with diverse cultures. ▪ Self-starter and independent thinker. ▪ Flexible work style and with an interest in being part of a dynamic and evolving team. ▪ Strong interpersonal skills and team player with the ability to build relationships with staff and partners at all levels. ▪ Excellent communication skills. ▪ Committed to RWDSS core values as a Christian organization.

WORK CONDITIONS	Based in Juba. The position requires frequent travel to field offices (approx. 15-20 % of working time spent in field/traveling).
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JOB COMMITMENT	
Starting date	December 17, 2021
Duration of commitment	6 months

SUBMISSION OF APPLICATION	
Closing date	14 December 2021
Address	All applications should be submitted electronically to ayumefelix@gmail.com with copy to ruralwomenfordevelopment@gmail.com , Please use reference code "Programme Support Manager Vacancy South Sudan" in the subject line.
Other information	Please provide the following when applying for this post: <ul style="list-style-type: none"> ▪ Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details and names of three references. Only short-listed candidates will be contacted.

Female candidate are only encourage to apply
