



Tuesday 28th July 2026

VACANCY ANNOUNCEMENT FOR HR INTERN, JUBA

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, WASH and Livelihood activities in the three States of South Sudan. Concern South Sudan is looking for suitable candidate to fill the position of **HR Intern** to be based in **Juba, HO**.

Job Purpose:

The HR Intern will support the HR department by maintaining accurate and up-to-date physical and electronic personnel records, assisting with document filing, scanning, and retrieval for audits and operational needs. The role also ensures compliance with organizational policies and regulatory requirements, including the proper archiving and retention of HR records for seven years

Job Responsibilities

- Maintain accurate and compliant employee personnel records, including creating, organizing, updating, and archiving both physical and electronic files.
- Ensure HR documents are complete, properly filed, consistently named, and readily available for audits and reference.
- Support the recruitment process by preparing and filing recruitment documents, coordinating job advertisements, scheduling interviews, assisting with candidate screening and testing, and conducting reference checks.
- Manage leave records for Juba-based staff by tracking, verifying, and filing approved leave applications.
- Prepare Certificates of Service for exiting employees and maintain accurate separation records.
- Perform other HR and administrative duties as assigned while ensuring compliance with organizational policies and confidentiality of employee information.
- Archive personnel files of former employees in accordance with the organization's retention policy, six months after their exit.
- Support end-to-end recruitment by maintaining recruitment records, preparing and obtaining approvals for job advertisements, posting vacancies, assisting with applicant screening, coordinating interviews and written tests, preparing interview reports, and conducting reference/background checks for selected candidates.
- Maintain accurate and up-to-date leave records for Juba-based staff by tracking, verifying, and filing approved leave applications.
- Comply with all organizational policies and procedures, including HR, finance, logistics, security, and safeguarding requirements.

- Contribute to organizational security management and participate in emergency response activities when required.
- Perform other HR and administrative duties as assigned by the line manager.

Person's Specification- Education Qualification, Experience/Competencies

Education /Training

- Recent graduate (2023–2026) with a bachelor's degree in business administration from a recognized university.
- No prior work experience required.
- Proficient in Microsoft Word and Excel.
- Strong written and verbal communication skills in English.

Essential Criteria

- Detail-oriented with the ability to produce high-quality work and meet deadlines

Desirable criteria

- Shows a clear sense of direction, is goal-oriented, and demonstrates creativity and flexibility in achieving results.

Competence Required

MANAGING YOURSELF: Is aware of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve Concern's objectives.

INDIVIDUAL LEADERSHIP: Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin Concern's work. Holds a sense of pride in Concern and loyalty to the organisation. Supports others to achieve excellent results.

COMMUNICATING AND WORKING WITH OTHERS: Uses the most appropriate channel to share information with others both inside and outside Concern; adapts the message to meet the communication needs of the audience. Works effectively with others, gaining the most from people and situations.

DELIVERING RESULTS: Delivers on commitments; uses appropriate techniques to help achieve agreed objectives.

PLANNING AND DECISION-MAKING: Systematically develops plans towards achieving objectives; makes clear, informed and timely decisions appropriate to role, in the interests of Concern and those we work with.

CREATIVITY AND INNOVATION: Focused on continual improvement; seeks out, develops and successfully implements new ideas that further organisational priorities and the needs of those we work with; builds on proven approaches; evaluates and learns from ongoing work to improve it.

INFLUENCE, ADVOCACY AND NETWORKING: Engages with others inside and outside the organisation to promote the interests of Concern and those we work with; gathers and shares a wider knowledge of issues relevant to Concern's work

CHANGE: Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organization.



Emergency Response

Concern is committed to responding to emergencies efficiently and effectively to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, Anti-fraud policy, Conflict of Interest and Whistle Blowing Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - This advert is open from Tuesday 28th July 2026 to Monday 03rd August 2026
2. The position is local recruitment and strictly open to internal candidates
3. Only shortlisted candidates will be contacted and applications submitted will not be returned

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

