



ACTED



VACANCY ANNOUNCEMENT:

Area Admin & HR Assistant

Position: Area Admin & HR Assistant

Reporting to: Admin/Hr officer

Location: Juba

Starting Date: As Soon As Possible.

Opening Date: 25/January/2021

Duration: 4 months with possibility of extension base on satisfactory performance

1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Area Admin & HR Assistant role is to ensure all Human Resources practices are in line with ACTED Human Resources Manual and ACTED Procedures. HR/Admin Assistant helps create a safe and healthy working environment for all ACTED staff in Juba and support with documentation pertaining to attendance and archiving. This person will be supported by Manager/Sr Officer and help tend day to day matters of administration.

CHAIN OF COMMAND

Under the authority of:

- Area Coordinator
- Country Admin & HR Manager

WORKING RELATIONS

Internal:

- Finance département
- Logistics department

External:

- State Labor Office for matter related to Labor
- State Migration office
- State MoL for any HR Matter related to Human Resources Development and Public Relations
- State Taxation Office for remittance of Monthly



OBJECTIVES

1. Improve communication amongst staff and inter-department communications
2. The Area Admin & HR Assistant shall support Human Resources Matters in Juba
3. Be the ambassador to Human Resources matters in ACTED Juba
4. Ensure proper implementation of ACTED HR Policy and other FLAT Procedure by all departments. And take responsibility of HR policy implementation.
5. Support with liaising with local authorities.
6. Provide necessary support in developing HR Tools for effectiveness of the department
7. Develop and recommend measures for staff safety assurance and monitor the measure recommended.
8. Facilitate the creation of a productive working environment through internal communication and coordination of admin matters.

Administration

- Prepare internal documents for any kind of advances needed for International staff Visa, registration,
- Update staff list in ASSIST on monthly basis to ensure that all exited staff are deactivated and active staff details are upto date
- In close supervision of AC and HR Manager shall ensure.
 - Proper tracking of leave days in LFU
 - Update staff record management whereby attendance sheets, Leave forms, salary vouchers, appraisal forms, any disciplinary and motivational records are well off in place

Communication

- Regular update on new changes in policy, procedure and design to staff, state request related to Human Resources
- Collect staff complain, discuss the complain with the AC, Evaluate the complain, Investigate and analyze the complain, work out solution for solving the complain, provide feedback to the complainer and make follow up on the impact of decision after final resolution is reached. Each complain be received through our internal designed complain response channels.

Recruitment

- Provide Human resources support in all recruitment matters of Juba in line with ACTED recruitment policy and documents

FATS

- In close supervision of AC, the Area Admin & HR Assistant must ensure monthly FATS are accurately reviewed and provide feedback to Area Admin & HR Manager on the accuracy or inaccuracy of FATS.
- Advise the Field HRs on any discrepancy in FATS and inform Head of HR/Admin and Finance at the same.

Overtime

- Together with AC reviews :-
 - Monthly over time documents and ensure that staff is paid promptly his days of overtime worked or TOIL.
 - Report to such base overtime malpractices and ask for relevant supporting documents to any overtime days doubted. In liaison with Head of HR/Administration and Finance, cancel any unjustified overtime hours or days

Leave Management

- Together with Senior area Admin & HR Assistant shall
 - Update staff leave tracker and share the leave tracker with Juba for follow up of staff leave management on monthly basis

Human Resources

- Prepare all administration letters related to administrative Human Resources topics in liaison with Head of Human Resources/Administration
- Take part on matters affecting staff and upto disciplinary proceedings
- Ensure that all internal process, regulations are available for all ACTED staff and ensure proper access to this information by posting to ACTED's office with if possible translation in most understood country language.
- Link with other departments to ensure good sharing of information between departments.

Staff Satisfaction

- From time to time conduct staff satisfaction Survey and Share the findings/feedback on such with Juba HR for any action if needed.
- Regularly provide awareness on internal policies and guide against breach of ACTED internal policies,
- Regularly communicate to HR Manager any issue that impact policy implementation at area level
- Area Organogram and contact list should be up to date and send to Juba as per agreed schedule

Contract

- Issue contract to new hires.
- Renew contract/Amendments.
- Flag to the department managers contracts coming to expire 2 months in advance

Orientation

- Induct new staff inline with HR guidelines

Training

- Training of the policy awareness
- In consultation with the Head of HR/Administration, he will brief the new hires on ACTED Work procedure and introduce them to the staff
- Identify training needs and share with the Head of HR/Administration for possible training of ACTED staff.
- Develop training tool to be used for tracking trainings done for the line management
- Participate and implement area training plan.
- Take lead in base staff appraisals by providing guideline or briefing staff on ACTED appraisal processes and expectation.
- Ensure base staff are appraised as per the internal appraisal procedures set in HR guide
- Follow up Juba on appraisal approval and feedback.
- Deliver appraisal feedback to the staff.

Exit forms

- Ensure exiting staff completes an exit form before his/her benefits are paid

Staff record Management

- File staff documents in line with ACTED filing procedures monthly
- Update the checklist on monthly basis and send to Juba as the set schedule.

Others

- Do any other work assigned by the supervisor
- Supervise Cleaners/cook, Intern etc.



KEY PERFORMANCE INDICATORS

- Number of timely recruitment concluded within 6 months
- % at which late registration, Visa renewal tallied against monthly renewals.
- Number of times Audit provides satisfactory report on accuracy and neatness of HR files
- Number of time FATS is completed in time and submitted to Juba HR.
- Number of time HR support is been rendered in general. And effective FU on HR activities from Base HRs to capital.
- Number of staff complains received and investigated from this period compared to previous period
- Number of appropriate measure taken to mitigate unsafe conditions
- Number of staff supported for trainings at area level

Person Specifications/Qualification/skills

- BSc Degree in Business Administration and Economics or related fields
- At least 4 years' experiences in a related field with national or international organization; of which 1 year work experience as finance officer or similar role is an asset.
- Good knowledge of computer applications ie excel, word, etc
- Good communication skills both (written & verbal) in English and Arabic
- Ability to operate computerized accounting system's software (familiarity with SAGA an advantage).
- Ability to communicate effectively with a wide range of audiences in a friendly and polite manner.
- Ability to work in a busy environment.
- Attention to details and self-oriented/self-starter.
- Flexible approach to work and capable prioritizing his/her tasks.
- Ability of undertaking multi-tasking workload
- Ability to work within a team environment as well as an individual.

Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the **11 Of Feb/2021 by 5: 30 pm** or email: Equatoria.admin@acted.org

Applications will not be returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

