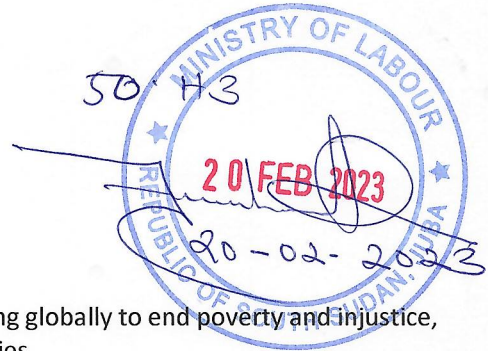




## Job Advertisement

**POSITION:** Human Resource/Admin Officer  
**LOCATION:** Juba  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Human Resource/Admin Officer** to be based in **Juba**.

### JOB OVERVIEW

To support the Human Resources Manager (HRM) in the day-to-day management of the Human Resources and Administrative function in the Tearfund South Sudan Programme in providing effective and efficient General Administrative support in Lision with SHRO and FM, and in line with required standards and good practice in accordance with Tearfund rules, procedures, instructions and guidelines, legal requirements, and that Tearfund Christian values are respected.

**This post has responsibility throughout Tearfund's South Sudan programme.**

### POSITION IN THE ORGANIZATION

- Grade: B2
- Reports to the Human Resource Manager
- Staff Managed: Cooks/cleaners
- Dotted Line Responsibility: works in collaboration with Senior Human Resource Officer/finance Dept, Procurement Dept.





## TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

## ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### Administration

- Organize to obtain work permits, visas, ID Cards, business cards, alien registration and other pertinent documentation for International staff and all visitors from HQ and Maintain accurate headcounts across the organization.
- Provides administrative support to ensure efficient operation of office.
- Follow up on the registration renewal of the organization with various Government ministries (Finance, Justice and Legal Affairs, and RRC)
- Take Lead in preparing of Devotion Roster, chairing of staff Meetings, taking minutes and keeping record.







- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations in collaboration with the Senior Logistics Officer (SLO) or designated Logistics person in charge
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the team by performing tasks related to organization and strong communication.
- Develops administrative staff (cook/cleaners) by providing information, educational opportunities, and experiential growth opportunities.
- Provides information by answering questions and requests from visitors/guests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- In Liaison with Logistics Assistant, keeps accurate records of office cleaning materials by updating the records to meet audit standards to maintain appropriate and adequate written records on the bin cards.
- Ensure all Restrooms are well stocked with toilet paper, hand towels, linen roller towels and hand soap
- Monitor clean water supply system in the office to ensure that there is no shortage of drinking
- Support in interviews setups and meetings held at Juba Office

#### Human Resource

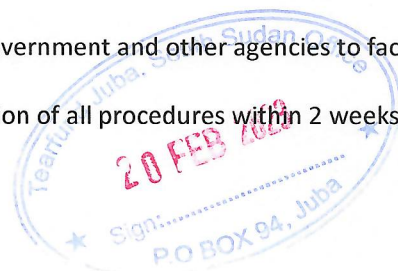
- Support in facilitating recruitment both at national and field office Recruitment (ensure that SRs are fully approved, updated JD is attached to the PRF), Have updated National recruitment tracker in place
- Probation management (ensure that new staff are oriented, objectives set within 2 weeks of joining and review done at the end of 3 months and confirmation letters processed)
- Contract management (Ensure timely reminder to Managers about contract expiry, timely renewal and issuing of end of contract notices are done)
- Leave management (Review staff leave request before its approved and ensure that the approved copies are filed)
- Manage and Tracker all training attended with support from Field Location HR Leads
- Support in Audit and National Staff folder checklist and ensure all documents are uploaded in the system.

#### Team Management

- Provide leadership to admin staff, ensuring clarity over plans and priorities, encouraging effective team-work; including working in coordination and collaboration with the other departments and overall support team.
  - Ensure Tearfund's performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups, performance appraisals and exit interviews.
  - Support the implementation of Tearfund's staff development policy, including personal development planning, in a way that is consistent and transparent
- Provide spiritual and pastoral support where appropriate**

#### External representation

- Build a positive working relationship with the government and other agencies to facilitate administrative procedures.
- Coordinate the exit process and ensure finalization of all procedures within 2 weeks to a month.





**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: Human Resource/Admin Officer**

	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Bachelor’s Degree in Human Resource Management or Business Administration from a recognized University</li> </ul>	<ul style="list-style-type: none"> <li>Additional qualification,</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>At least three (3) years of professional experience in Human Resource Management, and or managing administration staff in INGO, especially in South Sudan</li> <li>At least two (2) years of professional experience in Human Resource Management, and or managing administration staff in INGO, especially in South Sudan</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with INGO in Similar role,</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Leadership skills</li> <li>Problem solving skills</li> <li>Training skills</li> <li>Excellent written and verbal</li> <li>Ability to learn fast</li> <li>Computer literate (Word &amp; Excel)</li> <li>Ability to communicate confidently and comfortably about own personal faith</li> <li>Ability to lead and facilitate team in project implementation and pray and Bible study</li> <li>Ability and commitment to apply biblical principles prayerfully within all aspects of his/her Role</li> </ul>	<ul style="list-style-type: none"> <li>Report writing skills,</li> <li>Interpersonal relations</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Committed Christian who recognises Jesus Christ as their Lord and Saviour</li> <li>Committed to Tearfund's Mission, Values and Beliefs</li> </ul>	Understanding the local context, culture and practices
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>All roles require a DBS/Police check</li> <li>Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		







**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **14th March 2023 at 5:00pm.**

**NB:**

- Applications once received are not returnable
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- **Only short-listed candidates will be notified.**

