



Vacancy announcement

HR and Admin Intern for DCA's South Sudan Office

DCA is an international organisation working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open, and inspiring work environment for all.

DanChurchAid (DCA) is looking for **HR and Admin Intern**. The internship is for (6) months with NO possibility of further extension. The Intern will be based in the Juba with very limited field visits unless required by management.

The HR and Admin Intern will work in close collaboration with the HR and Admin Officer in effectively providing support to South Sudan office in areas of facilitating correspondence between the Programme team, HR/Admin, Finance and ProLog teams.

The responsibilities of the HR and Admin Intern Include:

- To be trained on recruitment processes (advertising, initial screening, shortlisting, interviewing, reference checks, offer letter, etc.)
- To be trained to manage official files for both expats and national staffs and are up-to-date official staff files for usage by HR team and whoever required for audit/by management.
- To be trained to update the database for all staff and to reconcile staff leave through updated leave tracker.
- Training on preparation of national staff monthly payroll with all features included.
- To be trained to complete HR forms (education, leave, exit clearance, medical, etc.) and other documents while ensuring accuracy and consistency of information.
- For a training purpose the Intern shall be assigned to learn Finance and prolog processes
- To be trained to file personnel documents within the unit of HR & Admin and constantly review according to the required to document in line with files checklist for personnel file and as per donors and audit requirement.
- To be trained in processing expat alien registration, visa, Certificate of good conducts, etc. timely at the various ministries (liaison activities)
- To be trained on preparation of Payment vouchers and submission of the same for payment processing.
- To be trained in Keeping all contractually and legal binding documents securely filed in soft and hardcopy and uploading on DCA Intranet of all relevant documents.
- Ensure staffs have DCA Staff ID cards that must always be used and collected when staff separate with DCA.



- To be trained on flight booking both domestic (UNHAS/MAF) and International for DCA staff to travel on official duties.
- Timely, request airtime monthly for all staffs and ensure visitor's phones are sufficiently topped up.

We are looking for a colleague with the following qualifications:

- Should be South Sudanese national living in Juba.
- A fresh Graduate from recognized University, with either Diploma or Degree in Human Resources or Business Administration.
- Very strong communication skills (oral and written English).
- Excellent organizational and time-management skills.
- Excellent computer skills (MS word, Excel, power point, etc.).
- Ability to learn quickly in multi-task while maintaining a stringent eye on details, excellent interpersonal, communication, negotiation, and presentation skills.
- Flexible, patient, and persistent personality.
- Portable Computer literacy and experience especially MS Office applications (Word, Excel, Power Point, Outlook, etc.).
- Candidate ready to embrace the four DanChurchAid values of **compassion, proactive, responsible, and respectful.**

DCA internee may be subject to assessments and refresher training as part of an on-going safety and personal development programme to ensure that they are as up to date on current methodologies and approaches as is reasonably possible.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

DCA is an equal employer, so, we encourage women to apply and only a South Sudanese will be preferred for the position.

Interested candidates should apply through: [HR and Admin Intern for DCA's South Sudan Office - Intranet DCA \(empty.com\)](#)

The deadline is April 19th, 2024, before 5:00 pm CAT.

