



Vacancy Announcement

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Title: Human Resources & Finance Assistant
Position Report to: Finance & Operations Manager
Contract Duration: 2 months (with possibility of Extension)
Designation: Operations
Location: Juba
Starting Date: ASAP

<p>Organization and Program Information</p>	<p>The South Sudan Nurses and Midwives Association is a professional body for Nurses and Midwives in South Sudan. The Association was established in 2011 with support from the Ministry of Health and United Nations Population Fund. One of the main objectives of the Association is to strengthen the provision of Quality Health Care Services for increased access of individuals, families, and communities in South Sudan.</p> <p>The Association attracts membership from any Registered Nurse and/or Midwife working in the Republic of South Sudan.</p> <p>An opportunity has arisen for a Human Resource and Finance Assistant to join SSNAMA in delivering a safe and high-quality Nursing and Midwifery Care to the people of South Sudan</p>
<p>Key Tasks & responsibilities</p>	<p>The Human Resources (HR) & Finance Assistant is responsible for Human Resources Management of SSNAMA.</p> <ul style="list-style-type: none"> • The HR Finance assistant reports directly to the Finance and Operations Manager, who is his/her functional and hierarchical supervisor Manage the HR Management Information system. Maintain and update the personnel files as per SSNAMA SOPs. Make sure that all staff have updated contracts, job descriptions and appraisals. • Create, update and monitor staff leave tracker and file all the leave forms in their respective files. Record all staff absenteeism. • Receiving monthly timesheets and extracting leave information • Timely process identity cards for all SSNAMA staff • Process payroll advice and submit to finance for payroll preparation.



	<ul style="list-style-type: none"> • Provide staff welfare advice. • File HR documents and other related correspondences • Manages Personnel file to ensure compliance, Accuracy and Confidentiality • Assist in the preparation of monthly payroll and staff pay slips. • Updating social Security and tax files • Ensure all the staff performance appraisal forms are all filed in respective staff files including timesheets. • Ensure recruitment documentation is complete for filing; Employees request form; job description; application; shortlist grid; references; employee data form; bank information form; passport photos. • Ensures staff prepares and submits Key Performance Indicators (KPIs) in time. • Ensure that the clearance form for exiting staff is duly signed/cleared by all departments and receive all IDs before exiting staff. • Responsible for securing approval documents with respective department • Support the recruitment process by inviting candidates and interview panelists. • Scheduling of interviews and arranging all the documents required for the activity to take place. • Prepare set of forms for all new staff and guide them on completing the same, and support in on boarding process. • Participate in interviewing new staff. <p>Finance roles.</p> <ul style="list-style-type: none"> • Assist the finance officer in preparation of payment and Journal Voucher • Helps in processing cheques and payment of vendors. • Record financial transactions. • Perform any other duty as per the Organization need.
<p>Skills and experience</p>	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources Management/Business Administration • 2 years relevant working experience in Human Resources and Administration. • Computer skills in Microsoft office (word, Excel, PP) and the internet • Good written and spoken English skills • Good analytical, Organizational and planning skills • Record keeping skills



	<ul style="list-style-type: none"> • Excellent communication skills including excellent writing skills • Perfect Knowledge of labor laws of South Sudan • Excellent interpersonal and communication skills. • Trust worthy, committed and hardworking. • Emotional Intelligence and Balanced Personality • Integrity and Sense of Confidentiality and Discretion • Proactive and Good Team player • Able to Work under pressure.
<p>How to apply</p>	<p>Interested candidates who meet the requirements are encouraged to send their application letter and updated CV with copies of certificates and a copy of South Sudan Nationality ID.</p> <p>Contact details of work related referees and professional references are mandatory. Please quote the position.</p> <p>Applications should be addressed to the Human Resources, South Sudan Nurses and Midwives Association (SSNAMA). Hard copies will be dropped at South Sudan Nurses and Midwives Association (SSNAMA) Office at Juba Teaching Hospital/JCONAM Compound.</p> <p>The closing date for submitting applications is 25/10/ 2023. Only short-listed candidates will be contacted.</p>

