

HEALTH POOLED FUND 3: South Sudan

Job Title: Human Resources and Operations Assistant
Reporting to: HR Manager & Operations Manager
Location: Juba, South Sudan
Start date: January 2022

Approved
JTF



1. Who we are

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF)

The Health Pooled Fund began its third phase (HPF3) in July 2018 and is supported to run until 2023 by the British Government's Foreign Common wealth Development office (FCDO) the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID), the European Union (EU) and (GAVI) the Vaccine Alliance

HPF3 merges two previous health programmes, HPF1 and HPF2 supporting services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

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The programme impact will be an improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following three principal outcomes:

- Stabilisation of local health systems.
- Improved health and nutrition services for the population, especially women and children;
- Improved community engagement and accountability of health services;

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management;
- Ensuring continuity of and support to service delivery, with a focus on improving quality;
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds Improved community engagement and accountability of health services;

Position Summary

The Human Resource and Operations Assistant will split their time 50:50 between the Operations and Human Resources departments. The individual will provide proactive support to HPF's Operations & Human Resources through assisting with a variety of facility management, administrative, knowledge management tasks to ensure effective running of the programme's systems, processes and operations.

Responsibilities

Operations

- Work with the other Operations Assistants to support facility management
- Support with reasonable operational tasks that enable the smooth running of the office
- Assist the Operations team with local procurement, seeking quotes and receiving office commodities
- Support the organization of training events and workshops when required

HR Administration and Systems

- Work with the Human Resource Manager to support in general HR activities within the program
- Support the HR Manager to maintain appropriate HR administration records (including HR database) and ensure that are updated timely, are accurate and confidential
- Assist in timesheet verification and ensuring compliance with timesheet SOP
- Support the HR Manager to enter data into the HR system so that accurate records are maintained.
- Assist in document preparation, filing and tracking for HR processes

Pay and Benefits

- Assist in preparing paperwork for payment of casual staff and issuing of payslips
- Assist in verification of leave documents and ensuring that the leave trackers for national and international staff are kept up to date

Recruitment & Selection Administration

- Follow up on approvals from the National Ministry of Labor for advertisements and placing adverts in the notice boards.
- Assist in the pre-interview process including and not limited to calling and scheduling candidates for interviews. Printing and readying the interview documents
- Assist in coordinating new employee induction and orientation (national and international) across relevant departments.
- Any other tasks as designated by line manager(s) that are commensurate with experience and in line with the responsibilities of this role.

Requirements

- Bachelor's degree from a reputable institution in a relevant subject
- Proven experience of working for an international organisation
- IT literate with proficiency in MS Excel, Word and Outlook
- Excellent interpersonal and communication skills
- Approachable and supportive manner with good written and spoken English;
- Self-starter, well organized and able to prioritize effectively in order to maintain high service level standards and efficiency.
- Must be a South Sudanese national

Business Competencies

- Customer Centric & Flexible : Delights Employees; Focuses on Employee' Needs; Is flexible to Employee requests;
- Speed & Accuracy: Executes work assigned promptly; Plans work to achieve clear results; Performs work without errors and is very accurate;
- Accountability & Responsibility: Is accountable for own performance; Takes Responsibility for work done; Follows through on assigned duties"

Duration

Annually renewable contract anticipated December 2021- June 2023(program period) pending availability of funding and good performance.

How to Apply

Interested candidates may submit their application with the subject line Human Resource and Ops Assistant to jobs@shimahr.com . The application should accompany a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers. The applications should be submitted on or before **Friday 3rd December, 2021**. Only electronic applications will be received.

Only shortlisted candidates will be contacted