




VACANCY ANNOUNCEMENT

Job Title: HR & Admin Officer
Number of Post: One (1)
Band /Level /Grade: 8B
Department: Operations
Location: Ganyliel
Overtime Eligible: N/A
Status: Relocatable
Date of Issue: Tuesday, 26th July 2021

Acknowledge
by Ross office.
Approved 

Background/IRC Summary:

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9th July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

Job Summary:

The HR & Admin Officer will work closely with key program and operations staff in Ganyliel to ensure responsive recruitment, orientation, and training of staff. In consultation with the Field Manager, the HR & Admin Officer will ensure implementation of procedures in-line with IRC South Sudan's Human Resources and Administrative guidelines. He/she will also manage and monitor administrative expenses and coordinate office supplies as well as performing clerical and administrative liaison activities. Moreover, the HR & Admin Officer will closely work with the logistics Assistant and be responsible to handle store/warehouse in the IRC Ganyliel Field Office.

Major Responsibilities/Duties:

The duties and responsibilities of the HR & Admin Officer includes the following:

Recruitment

- ✓ Take ownership for the recruiting, sourcing and identification of talent including proactive discussions for vacant roles with hiring managers in close collaboration with field-based HR staff. Receive all approved PRF and JDs initiate recruitment processes; ensure completion of PRF; liaise with requesting manager for any discrepancy in the PRF.
- ✓ Advertisements posts, maintains a register of received applications; prepares shortlists of candidates with hiring manager.
- ✓ Prepare recruitment plan for each position opened in collaboration with the hiring manager
- ✓ Coordinate the schedule of interviews with requesting department and field offices, administer testing as appropriate.
- ✓ Assist in performing reference and background checks for potential employees.
- ✓ In coordination with HR Juba prepares and dispatches offer letter and contract agreements
- ✓ Work closely with Deputy HR Manager to create Recruitment Reports and ensure their timely circulation to hiring managers.
- ✓ Maintain an updated roster of candidates.
- ✓ Liaise with relevant Government agencies on updated Government requirements on recruitment.
- ✓ Ensure the new staff timely submission of complete pre-employment requirements and completion of HR recruitment forms; liaise with field offices on this task.
- ✓ Ensure the completeness of all recruitment documents for new staff. Prepare and maintain auditable employee files for each position.

On-boarding and record management

- ✓ Provide deployment assistance to relocatable candidates by proactively working with hiring managers to ensure that their flights, lodging arrangements etc. are in place.
- ✓ Using IRC Connect, coordinate with program and operations teams to carry out efficient and



effective orientation of new hires. Provide HR orientation to all new staff. Coordinate with the Administration Assistant- Facilities on office space and Supply chain on equipment for timely; allocation of workspace and equipment for the new hire.

- ✓ Make and ensure that all new hires have all the relevant documents, and these are well filed.

Human Resources Information system and filing Management

Ensure the creation and maintenance of all employee personnel files in Ganyliel.

Coordinate movement of staff documents between Juba and Ganyliel.

Performance Management and Capacity Building

Work closely with field supervisor to track completion of performance review and planning and send to Juba HR the submitted completed PRP forms.

Compensation and benefits

- ✓ Ensure that the HR review of the payroll is done according to the set timelines.
- ✓ Ensure the proper and accurate tracking of leave.
- ✓ Ensure terminal benefits for all departing staffs are processed and their review and approval at Juba level is facilitated.
- ✓ Ensure the NSSIF tracking sheet is prepared and sent to the relevant staff every week.
- ✓ Ensure that the HR reports are shared with the HR Manager every month according to the set timelines.

Administration

- ✓ Act as the focal point for all workshop organizations that include planning, availing supplies, etc.
- ✓ Act as the focal point for IRC staff Identification cards by coordinating issuance of staff IDs with Juba Administration unit.
- ✓ Maintain and manage other IRC administrative procedures and files.
- ✓ Focal point airport pick-up and accompaniments for IRC staff.
- ✓ Translation services and Focal point for office visitors – interface between staff and clients

Perform other duties, as needed, or requested by the supervisor.

Key Working Relationships:

- ✓ **Position Reports to:** Senior Operations Field Coordinator.
- ✓ **Position directly supervises:** Cooks, Cleaners and Security Guards.
- ✓ **Other Internal and/or external contacts:** Key Programs and Operations staffs, Office of the ROSS or the local authority, and the County Health Department.

Job Qualifications/Minimum requirements:

- ✓ **Education:** Bachelor's Degree in Human Resources Management, Bachelor's Degree in Business Administration, or any other related field from recognized institution.
- ✓ **Experience:** 2-5 years professional experience with increasing levels of responsibility in human resources and administrative management and proven previous work experience with an International NGO in the same field is an added advantage.
- ✓ **Demonstrated skills and competencies:** Remains productive when under pressure. Demonstrates a systematic and efficient approach to work. Works collaboratively with team members to achieve results. Relates and works well with people of different cultures, gender and backgrounds Excellent team skills; and able to work discretely and professionally with sensitive and confidential information. Good understanding of labour laws Excellent interpersonal, organization and time management skills. Ability to handle employee relations. Good knowledge and understanding of regulations i.e., NSI and taxation as required within the law Ability to maintain the highest degree of discretion.
- ✓ **Language skills;** Fluency in English/Arabic
- ✓ **Other requirements:** Motivates and able to work independently, a team player and willing to work in remote areas.

Compliance: Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regards to protection principles. Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resources/administration policies and procedures. Incorporate and comply with new procedures and guidelines designated in circulars from Country Director. Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members. Assist where necessary in undertaking activities



that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers. Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

Confidentiality: Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

Professional Standards: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation, Combating Trafficking in Persons, and several others.

Gender Equity: IRC is committed to narrowing the gender gap and leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender sensitive security protocols and other supportive benefits and allowance.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

How to Apply: Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID and day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Head office in Juba Goshen House, or field offices in Ganyliel, Nyal and Bentiu**, or you can e-mail your applications to **SS-HR@rescue.org**. Deadline for submission **Sunday 1st August 2021 before 5:00PM Central African Time.**

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY



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