



IMA World Health

50-H-3
Approved by
MOLRS
16/12/2020
[Signature]



ADVERTISEMENT

Post Title: Human Resource Assistant (HR Assistant)

Number of Vacancies: 01 (one)

Duty Station: Juba – South Sudan

Contract length: 12 Months renewable

Reports to: Human Resource Officer

ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

IMA World Health, a member of the Corus family, is seeking Human Resource Assistant based in Juba, South Sudan. IMA World Health brings extensive expertise in health systems strengthening as well as neglected tropical diseases, nutrition, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs alongside Corus expertise in agriculture, food security, WASH, and humanitarian response in some of the most challenging and post-conflict settings throughout the world.

POSITION DESCRIPTION

This position for the MOMENTUM Integrated Health Resilience project, led by IMA World Health, will report to the HR Officer. The HR Assistant will ensure procurement of goods or services is carried out in a timely manner, IMA World Health and USAID requirements are complied with, procurement records are properly maintained and updated, periodic reports are prepared and submitted promptly, and procurement and supply chain management systems are strengthened.

KEY RESPONSIBILITIES:

- Assist in all HR queries from staff and managers, knowing when to escalate to the HR Officer
- Support recruitment processes, preparing interview files and schedules and assisting with reference checks for final candidates
- Support administration of HR policies including employee terms & conditions of service, leave records, etc.
- Responsible for management of the filing system and ensuring that all personnel files have updated employee documents in their files in line with the organization and USAID's policies



- Ensure complete and up-to-date employment documentation and confidential handling of all employee information
- Ensure all employees are in receipt of critical HR documents, including a current contract, employee handbook, and job description
- Support the orientation and onboarding of new employees, welcome package, orienting staff regarding employment conditions, registering staff for benefits schemes, and ensuring new staff have appropriate work space and resources
- Support the management and general administration of employee leave and other leave related processes
- Update the organizational chart on a monthly basis

REQUIREMENTS

- Minimum 2 years prior experience in HR
- Strong understanding of South Sudan Labor Law, contractual law, and its practical application within the workplace
- Experience working in HR on USAID projects and knowledge of USAID rules and regulations
- Experience in handling confidential HR information
- Strong experience in managing recruitment processes from start to finish
- Demonstrated track record of improving HR practices and operational procedures
- Strong English verbal and written communication skills
- Strong inter-personal and team building skills
- Ability to manage a large and variable work load, ensuring timely and accurate completion of assigned work
- Experience working in Microsoft products, specifically Outlook, Word, and Excel

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to the South Sudan Country Office. UAP Equatoria Tower, 8th Floor, Wing B. Hai Neem, Malakia Rd. Deadline for submission is **Friday January 8th, 2021 by 5 pm South Sudan Local time.**

Include Name of the position in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

