



SB-H-3  
 Approved by Senior Inspector,  
 M. J. R. S. D.  
 24/01/2024  
 74 JAN 2024  
 REPUBLIC OF SOUTH SUDAN

**INTERNSHIP OPPORTUNITY: HR/Admin Assistant-Intern**

**Job Title:** HR/Admin Assistant-Intern (1)  
**Organisation:** Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance  
**Job Location:** Juba, Central Equatoria State  
**Posting date:** 24th January 2024 **Closing date:** 12th February 2024

**Organisation Description:**

Johanniter-Unfall-Hilfe e.V. ([www.thejohanniter.org](http://www.thejohanniter.org)) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero-tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee’s responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation’s care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

**Key Responsibilities**

**HR Roles**

- Keep the staff dossiers for the nationally recruited staff up to date, ensuring that they contain the necessary documents.
- Ensure that all staff personnel files are well kept with all necessary documentation present in all the Files.
- Make photocopies of documentation of both national and expatriates i.e passport, nationality card and Visitors
- Issue payslips for Juba staff and follow-up field payslips/timesheets with the HR team at the field level.
- Frequently update the file levels for easy location of particular files

**Admin Roles**

- Ensure that all administrative documents are filed neatly and can easily be accessible at any given time when needed
- Support immigration formalities (e.g., visa, alien registration renewal) for Johanniter staff and visitors.
- Monitor the burn out rate of the office supplies and office stationery



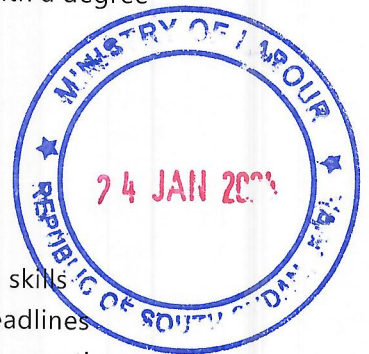
- Manage the office store by monitoring the reorder level of the items
- Any other HR and Administration related Task during the Internship period.

**Essential requirements:**

- Bachelor's Degree in Human Resource Management
- The applicant must be a fresh Graduate from A Recognized University, with a degree in Human Resource Management.
- Familiarity with MS Word, MS Excel required, and Outlook.

**Skills:**

- Knowledge of South Sudan labour and legal systems is essential.
- Honest and high value of integrity
- Ability to multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation, and representation skills
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative
- Ability to Learn Quickly, and a Multi-task while maintaining a stringent eye on detail
- Fluency in English required - the ability to communicate in Arabic and able to work in a team setting
- Ability to use own initiative and to work with minimal supervision



**NB: Only qualified female South Sudanese are encouraged to apply.**

**Please note:** This Job Description is dynamic and can be adjusted. The employee is obliged, apart from the above-cited tasks, to fulfil - on demand by his/her supervisor – other tasks that belong by its character to his/her post or are necessary due to operational needs.

It is Johanniter's responsibility to create an environment built on integrity, respect and accountability, in which all staff and volunteers are comfortable to work and feel safe. We have a zero-tolerance policy when people cause harm to others. Those who misbehave or are complicit will be held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns will be appropriately protected and respected.

**The position is open for: FEMALE SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.**

**How to apply;**

Hand delivers your updated CV, motivation letter and copies of certificates to **Johanniter International Assistance Juba, located at Kololo, Pope Francis Road, Opposite American Embassy not later than 12th February 2024.**

**Please indicate the Tittle of the Position/preferable location you are applying for at the cover of the envelope and only shorted listed candidate will be contacted for the interview.** Due to urgent need to fill this position, we will be reviewing the applications on daily basis and position might be filled up before the closing date.

**DO NOT SUBMIT ORIGINAL DOCUMENTS:**

**All the photocopies will remain the property of Johanniter International Assistance.**

