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Approved by
B. Insfedor
12/2022



Job vacancy: Human Resource & Admin Officer
Help - Hilfe zur Selbsthilfe is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help - Germany** in South Sudan program is to assist the South Sudanese to respond and react to community WASH needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help - Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

- Scope of position:** Full-time (40 hours/week)
Place of work: Juba Base
Contract duration: Six (6) months with possibility of extension
Start date: Immediately
Direct Reporting: Country Director.

KEY RESPONSIBILITIES:

- Coordinating & managing recruitment processes.
- Preparation of payroll & payroll adjustment memo with attention to details.
- Maintaining personnel filling system including update of all papers.
- Monitoring and recording data on national staff absence and reporting.
- Monthly collection of fully signed staff timesheets and ensure correct filling.
- Drafting of employment contracts & request of ID cards that match contracts.
- Preparing of letter of termination, notification to staff leaving the organization.
- Ensuring human resource processes & documentation meet the audit & donor requirements.
- Keeping the organization up to date on reviews and amendments in Taxation Act, Finance and Economic Act and the South Sudan Labour Act.
- Facilitating in acquiring/renewal of organizational legal operational documents such as; RRC Registration Certificate, Tax Clearance Certificate, NGO forum membership Certificate, CID stamp approval & letter of no objection etc.
- Processing of International Staff legal working documents such as; Work Permits, Entry Visa, Aliens Registrations, Residence Permits etc., to work in South Sudan.
- Processing leaves and R&R applications and ensuring accurate data storage.
- The post holder will be expected to travel frequently to the field locations in South Sudan to offer HR/Admin support.



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Qualification: Education (Knowledge/Technical Skills & Experience required)

- A Diploma in Business Administration (Human Resource Management) preferable. A bachelor's degree in this discipline will be an added advantage.
- At least 3-years' experience of working in South Sudan implementing projects.
- Good knowledge of Laws of South Sudan Labour Act, 2017
- Good knowledge of English language both written and verbal
- Ability to work in a complex and volatile environment
- Ability to interact professionally with colleagues and Government authorities.
- Proven computer competence in Microsoft Offices, Internet and Outlook.
- Ability to work effectively in a culturally diverse team.
- Ability to keep clear and concise records.

We offer:

- an international working environment characterized by a high level of commitment and team spirit.
- Staff medical insurance cover.
- performance-related, attractive remuneration

HOW TO APPLY

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Department, HELP Hilfe zur Selbsthilfe South Sudan**. Qualified female candidates are particularly encouraged to apply.

Applications can be submitted online to this email recruitment-ssd@help-ev.de
Closing Date for receiving applications is: 3rd/Jan/ 2023 @ 5:30 PM Local Time.



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