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Approved by  
Inspector PRBP  
MOL  
28/3/23

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN  
VACANT ANNOUNCEMENT**

Position: HR Admin Coordinator  
Reports to: HR Admin Manager  
Supervision of: HR Admin Officer  
Duty station: Juba (Support all Country with HR Admin)  
Travel: 40%  
Project number: Various Project  
Duration and type of contract: 6 Months with possible extension



The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

### 1. Role and responsibilities

The purpose of a Support Coordinator is to implement delegated area of responsibility. The following is a brief description of the role.

#### **Generic responsibilities (max 10)**

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Implement NRC's systems and procedures at area level
2. Ensure adherence to NRC policies, handbooks, guidelines, and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all support documents
5. Support line managers in procedures and require support team trainings
6. Management of support team

#### Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Ensure development and implementation of administrative systems and procedures
- Ensure adherence to NRC policies and the national labor law in all processes and procedures
- Advice in personnel conflicts/processes when relevant
- Coordinate staff recruitment and exits, introductions, trainings, staff benefits schemes etc.
- Coordinate with relevant partners, suppliers, authorities, lawyers etc.
- Ensure accuracy of staff salaries
- Ensure that staff records in all offices in the area are up to date and filed appropriately
- Ensure that staff are well orientated about NRC-SS HR and Admin policy and terms of employment



- Prepare monthly HR report of Country Office
- Any other responsibilities as delegated by supervisor.

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Line managers Inform the line managers about HR Admin trackers of the staff being line managed and verifies information before approval by line manager.
- All other departments

### Scale and scope of position

Staff:	Numbers and titles of staff directly managed by the postholder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit
Stakeholders:	Develop good working relationship with state Labour office and RRC, Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	NIL
Information:	NRC People system Agresso
Legal or compliance:	NRC term of employment & South Sudan Labour Law

## 2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies:**

- Experience from working as an Admin & HR Coordinator in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

#### **Context/ Specific skills, knowledge and experience:**

- Knowledge of the humanitarian and development context of South Sudan
- Knowledge of the local languages
- Experience with ongoing operations in similar field operations

### 2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Managing resources to optimize results
- Managing performance and development





- Analyzing
- Handling insecure environments
- Empowering and building trust

### 3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

#### Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **27<sup>th</sup> March 2023** by Hardcopy in an enclosed envelope clearly marked "**HR Admin Coordinator – Juba**" to NRC Head Office Located in Juba Na Bari Area opposite American Embassy - Pope Francis Road and NRC field offices in Akobo, Kajo Keji, Bor, Mayom, Aweil, Alek, Wau, Akobo, Koch, Leer.

**Only short-listed candidates will be contacted, by e-mail or by phone.**  
**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE**  
**HIGHLY ENCOURAGED TO APPLY**