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Approved by
Director PR&P
MoL
08/03/2023

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT**

Position: HR Admin Officer (Staff Learning and Development)
Reports to: HR Admin Manager
Supervision of: HR Admin Assistant
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 the officer position is day to day implementation of the support functions responsibilities. Use actions words such as ensure, implement or assist for the position relevant responsibilities.

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. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

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.

- Responsible for Overall function of the HR Staff learning and development administration Country level
- Tracking of all the staff learning and development, from the performance management learning objective for all, update and report Monthly.
- Responsible to Liaise with Government intuitions such as RRC, Immigration, Customs Relevant Ministries and Other Agencies which are stake holders to NRC's Operations.
- Ensure that all NRC Juba country office and Guest house Infrastructures/Equipment's are well maintained and regularly monitored.

- Filing and Archiving Maintained mainly for Incoming and Outgoing correspondences,
- Ensure that Monthly Reports such as Work permit/Visa Tracking's, are developed.
- Ensure that Timely Travels Bookings are done both International and local and the Monthly cost compiled and submitted to finance promptly.
- Ensure Office Support is provided.
- Performance Management Of Administration Staffs.
- Perform any other duties as may be delegated from time to time by the Line Manager, or Country Director

Critical interfaces

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

- Support and Program team
- HR Country level and all field offices)
- All Employees of NRC South Sudan

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:	Key external stakeholders the INGOs, local NGOs, civil society, governmental bodies)
Budgets:	N/A
Information:	Brief description of the information from the NRC E-learning
Legal or compliance:	Brief description of any legal compliance responsibility per NRC learning programme

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 a Support Function Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English

Context/ Specific skills, knowledge and experience:

- Diploma/Degree in HR/Admin
- Strong interpersonal skills
- Result orientated approach

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:



- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

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 **27th March 2023** by Hardcopy in an enclosed envelope clearly marked "**HR Admin Officer (Staff Learning and Development) – 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**