



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

EXTERNAL/INTERNAL ADVERTISEMENT- HUMAN RESOURCE ASSISTANT -1 POSITION

Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: HR/Admin
Reporting to: Human Resource Manager
Base Location: Juba base with frequent Field visit
Working Area: Juba Base
Opening Date: 29th October 2024
Closing Date: 15th November 2024

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Human Resource Assistant** for its operations.

Summary of the Position

The Human Resource Assistant will be responsible for providing general support to the programme in coordinating an effective HR service, including coordinating an effective recruitment and selection process and providing day-to-day advice and guidance on HR policy support to the MAG South Sudan programme and safeguarding policies.

This is a Juba based, and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work and travel to other parts of South Sudan when required.

Principal Responsibilities

- Provide day-to-day advice to managers and staff on MAG's terms and conditions and the application of HR policy, for example annual leave, probationary reviews, sickness absence, maternity etc.
- Draft and send a variety of correspondence for employees, including contract change letters, probation letters, leaver letters etc.
- Plan end to end recruitment and selection processes for national staff positions including
 - Drafting and posting job advertisements
 - Coordinating interview arrangements
 - Advise recruiting managers on selection procedures and best practice
 - Drafting and sending offer paperwork to new staff
- Support the Human Resource Manager and Finance Manager in processing an accurate and efficient monthly Database/payroll.
- Manages the staff exit documentation processes and coordinates with logs and line managers to ensure organization assets are return and all entitlement settled within the specified time.
- Provide support to the admin and government liaison officer in ensuring all international staff have valid work related documents, entries, visas, alien registration and work permits.
- Update the national staff leave tracker and provide clear calculation advise to line managers before the the leave is taken.
- Support Human Resource Manager to ensure that HR policies and procedures comply with current



labour law.

- Provide support in update handbooks, policies and procedures as required/directed
- Ensure that all HR records including personnel files are kept up to date
- Ensure that all HR administrative processes are managed efficiently
- Processing of national and international MAG ID cards
- To provide cover in absence of the HRM by Working with the HQ HR team to coordinate any insurance claims for national or international staff.
- Any other assignment as may be assigned by the Line Manager, CD or Hoss

Shared Responsibilities

- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programs.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Requirements

- 2-3 years professional experience working in a HR function
- Diploma in Human Resource Management
- Up to date knowledge of relevant South Sudan Labour Legislation
- Experience coordinating recruitment and selection processes
- Experience providing HR advice to managers and employees
- Strong organizational skills
- Ability to communicate with clarity and credibility on paper and face-to-face
- Excellent attention to detail
- Good literacy, numeracy and IT skills
- Ability to prioritize work, meet deadlines and work calmly under pressure
- Previous experience in Human Resource role
- Excellent HR and administrative skills
- Reliable with good time keeping





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Selection Criteria:

- Minimum 2-3 years of relevant and practical work experiences in Human Resource Management
- South Sudanese nationals only
- Completed College or University with human resources or business administration
- Demonstrated work experience in handling confidential information
- Proficiency with Microsoft office products; excel, word, outlook, power point
- Good command of English and Juba Arabic

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to the County Director.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 15th November 2024, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women, men and people with disabilities are both encouraged to apply. MAG is an equal opportunity employer.

