



INTERNSHIP OPPORTUNITY

Internship Title: Human Resource and Admin Intern

Internship Duty Location: Juba, South Sudan

Posting date: January 7, 2025

Closing date: January 24, 2025



Please note that this is not a job vacancy, it is an internship opportunity.

Organisation Description: Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization committed to excellence in first aid, ambulance services, social programs, and other initiatives in the medical and social fields. The organization's Federal Headquarters are located in Berlin, Germany. Johanniter International Assistance, the operational arm for humanitarian aid, development cooperation, and emergency relief, primarily implements and supports health projects globally.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) upholds a zero-tolerance policy towards sexual exploitation, abuse, and harassment. This commitment applies not only to our organization but also to those we collaborate with. Together with our partners, we continually strengthen our safeguarding practices by enhancing accountability, improving support for those affected by sexual exploitation and abuse, and driving cultural change through strong leadership.

As part of our recruitment process for Interns, we conduct thorough background checks that include safeguarding considerations. We have a strict zero-tolerance policy for individuals who cause harm to others. Interns who engage in misconduct or are complicit in harmful actions will be held accountable. It is the intern's responsibility to promote appropriate behavior, report any infringements that may harm those in our care, and uphold the reputation of Johanniter. We ensure that individuals who raise complaints or concerns are fully protected and respected.

Internship Training Program in Human Resource and Administration

The intern will receive hands-on training under the direct guidance of the Human Resource and Administration Officer. The intern is expected to maintain strict confidentiality in all HR & Admin matters, as per the profession's standards and the organization's code of conduct.

Key Areas of Internship Training:

- **Performance Management:** Understanding and applying practical performance management processes and procedures.
- **Coordination of HR Functions:** Effective collaboration between HR and other departments/programs to ensure smooth operations.
- **Professional HR Ethics:** Adherence to confidentiality, fairness, impartiality, health and safety practices, and other ethical standards, alongside skills in time management, teamwork, communication, and planning.
- **Johanniter HR Policies & Procedures:** Practical implementation of organizational HR policies to ensure compliance across staff.
- **Recruitment Cycle:** Application of recruitment policies and procedures for both regular and casual employees.
- **Staff Contracts Management:** Understanding the management and administration of staff contracts.
- **Induction and Orientation:** Supporting the induction and orientation process for new staff members.
- **Leave & Benefits Management:** Managing employee leave, entitlements, and other benefits.



- **HR Information Management:** Maintaining personnel files, managing medical insurance data, filing, and documentation.
- **Administrative Duties:** Assisting with expatriate staff alien registration, flight and hotel bookings, office and guest house facility management, requisitioning office supplies, etc.
- **Employee Engagement:** Organizing general and departmental meetings, training sessions, team-building activities, and other staff engagement events.
- **Professional Office Environment:** Ensuring a conducive and professional work environment
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Person Specification:

- A graduate from a recognized institution with a Bachelor's Degree in Human Resource Management, Business Administration, or a related field.
- Recent graduate, ideally no more than two years post-graduation.
- A national of the Republic of South Sudan, preferably residing in Juba city.
- Computer literate with proficiency in MS Word, MS Excel, and Outlook.

Skills:

- Ability to maintain productivity under pressure.
- Fluent in English (written and spoken).
- Comfortable collaborating with team members to achieve results.
- Ability to build relationships and work effectively with individuals from diverse cultures, genders, and backgrounds.
- Strong communication skills.
- Capable of planning and managing work on a daily, weekly, and monthly basis.
- Strong attention to detail and a commitment to meeting deadlines.

How to Apply:

Please hand-deliver your updated CV, motivation letter, and copies of your certificates or testimonials to Johanniter International Assistance in Juba, located at Hai Neem UAP Equatorial Tower, 7th Floor, Wing B, no later than **24th January 2024**. Ensure that you indicate **Human Resource and Admin Intern Application** on the envelope. **Please do not submit original documents.**

Due to the urgent need to fill this vacancy, we will be reviewing applications on a daily basis, and the position may be filled before the closing date. **Female candidates are strongly encouraged to apply.**

