



EMPLOYMENT OPPORTUNITY: JOB VACANCY

Job Title: Human Resources /Administration Officer

Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location: Torit Field Office, South Sudan

Posting date: September 18, 2024 Closing date: October 8, 2024

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18/09/2024

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

Job Responsibilities and Accountabilities

Overall job purpose

The job holder will support the provision of logistical support to the field offices while ensuring compliance with donor and organisational policies and procedures for effective programme delivery. S/he will be responsible for assisting with asset management, fleet management, inventory management, facilities management, and travel booking in close collaboration with program staff.

Reporting lines

Reporting to: Field Manager (first level supervisor)
Admin/HR Coordinator (Functional level Supervisor)

Supervising: Administration/Human Resource Assistant

Gives technical advice to: The National staff on policies and to the HR Assistant.

Receives technical advice: Admin/HR Coordinator

Tasks:

Strategy and Vision

- Actively supports the values of Johanniter and shapes work accordingly
- Contributes to the development and implementation of the global strategy of Johanniter International Assistance

Leadership

- Actively lives the Johanniter's leadership principles by fostering trust, embracing diversity, communicating openly, supporting wellbeing, and taking responsibility to contribute to a positive, inclusive, and adaptable work environment. This is reflected in the day-to-day activities in line with the Code of Conduct and related policies to achieve our goals.
- Actively lives and leads by example, upholding the Johanniter leadership principles, supporting wellbeing, and creating a culture where the leadership mindset can emerge and thrive, actively empowering and guiding team members to an inclusive, accountable work environment to achieve shared goals and embrace change. This is reflected in the day-to-day activities in line with the Code of Conduct and related policies to achieve our goals



HR Management

- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications
- Assist in writing and recommend placement of job advertisements in various media according to needs
- Interpret and provide guidance and instruction to support and program teams on HR processes, policies, workflow, and work unit priorities
- Provide employees with information about policies, job descriptions, working conditions, wages and opportunities for promotion and employee benefits
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives
- Conduct reference and background checks for new hires and discuss results with HR & Admin Coordinator
- Assist in the review and development and implementation of new and existing HR policies and procedures
- Serve as a link between the HR team and employees by handling questions, interpreting and administering contracts, and helping to resolve work related problems
- When applicable, contract with vendors to provide employee services such as health and life insurance etc.
- Identify training and development opportunities using staff performance and development plans as a standard and working with Unit Heads
- Process employee requests for external trainings while complying with policies and Procedures

Recruitment

- Co-ordinate the preparation of recruitment schedules for regular and volunteers positions
- Contact short listed candidates and any follow up as necessary
- Coordinate the preparation and make available all relevant materials for position interviews i.e. job descriptions, interview questions and all materials necessary for the interview.

Onboarding and Orientation

- In liaison with position supervisor and other department heads, coordinate the preparation and implementation of orientation schedule for new staff
- Ensures that new staff completes all relevant documents for the personnel file
- Coordinate with the hiring manager to ensure workspace and work tools for new hires are in place
- Coordinate preparation and execution of relocation allowances for new hires

Contract Management and legal requirement management

- Manage contracts of Johanniter regular employees and volunteers .
- Monitor and track all contracts and ensure that extensions are done on time as necessary, prepare contract renewal/none renewal notices based on the organizational needs
- Maintain personnel files and HR documentation ensuring that all personnel information is on file.
- Ensure that staff payslips and time sheets are prepared and signed monthly and filed

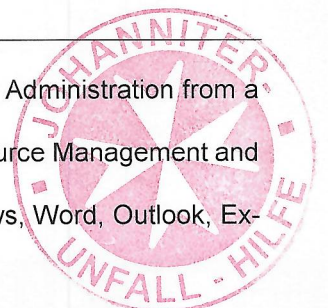
General HR and Administrative function

- Ensure pro-active, regular, and relevant communication flow within the HR department and other departments/ units
- Initiate payroll related transactions ensuring that processing of the payroll is completed and submitted to the finance department for payments/transfers by the 20th of every month
- Compile, manage and maintain an annual leave planner for all national staff
- Supervise the HR Assistant, cook and cleaner of Office and guest house

Person Specification:

Professional Qualification and Experience:

- Education: Bachelor's Degree in Human Resource Management or Business Administration from a recognized University
- Experience: At least four (4) years of professional experience in Human Resource Management and administration in INGO, especially in South Sudan
- Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange), etc.



- Systematic, well-structured, and efficient approach to work assignments.
- Possesses analytical ability, accuracy, and consistency.
- Exercise diligence and care in dealing with staff records and concerns
- The incumbent must possess a cooperative spirit, flexibility and openness to work in an international environment and tact.

Other Skills

- Ability to remain productive when under pressure
- Comfort working collaboratively with team members to achieve results
- Ability to relate and work well with people of different cultures, gender and backgrounds
- Ability to work with minimal supervision

This position is for only **Qualified South Sudanese National with all the Nationality Legal Documents.**

How to apply:

Please send your application and CV to this email address: hr.southsudan@thejohanniter.org or hand deliver your updated CV, Motivation Letter and certificates to Johanniter Torit Field Office, located in Tori town **Hai Morwari, Kiteri Road Opposite Caritas office** not later than **October 8, 2024 by 5:00pm** South Sudan Standard time.

Please indicate the **title** of the position you are applying for on the envelop or in the subject line of the email and only shortlisted candidates will be contacted for the interview.

Due to urgent need to fill this position, we will be reviewing the application on daily basis.

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

