



### **BACKGROUND: -**

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

<b>Job Description</b>	Human Resources intern
<b>Employer</b>	TITI Foundation (TF)
<b>Position Reports to</b>	Human Resources Manager
<b>Date</b>	23.09.2024
<b>Closing Date</b>	11.10.2024

Human resources (HR) interns provide valuable support in carrying out the day-to-day HR activities of an organization. They maintain the accuracy of employee files, organize and screen CVs and resumes, manage job ads, and assist in the implementation of company policies.

### **Duties and Responsibilities;**

- Update our internal databases with new employee information, including contact details and employment forms
- Gather payroll data like leaves, working hours and bank accounts
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Prepare HR-related reports as needed (like training budgets by department)
- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in digital formats or hard copies
- Participate in organizing company events and careers days



## Requirements and skills

- Experience as a Staff Assistant or similar junior HR role is a plus
- Familiarity with HRIS, ATS and resume databases
- Experience with MS Office
- Good understanding of full-cycle recruiting
- Basic knowledge of labor legislation
- Organizational skills
- BSc in Human Resources Management or similar field



## Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

## Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

## Safeguarding policy

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

## Commitment on Protection from Sexual Exploitation and Abuse

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

## Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.



**How to apply**

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address [titifoundationss@gmail.com](mailto:titifoundationss@gmail.com) or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

*only Shortlisted candidate will be contacted and attach photocopies, remember no retune of the any documents.*

*The successful candidate will be subjected to a thorough background check and satisfactory references.*

*Female applicants are highly encouraged to apply.*

