

Monday, October 03, 2011



Medair is a Christian humanitarian international NGO founded in 1988, with its HQ in Switzerland. Medair's mission is to respond to human suffering in emergency and disaster situations by implementing multi-sectoral relief and rehabilitation projects, in a compassionate and serving attitude inspired by its Christian ethos. The organisation's consistent focus ensures maximum efficiency and accountability, with ISO 9001:2000 certification worldwide. Medair's unwavering commitment continues to bring hope to the world's most vulnerable.

To facilitate achievement of Medair's objectives to reduce morbidity and mortality in South Sudan by assessing and responding rapidly to emergencies in all ten states, Medair is requesting applications from candidates for the following job:

National Vacancy HR/Finance Assistant

Technical: (in liason with HR and Finance team)

Human Resources

- In consultation with HR, Set up a personalized filing system for national staff;
- Scan all documents for personnel files ensuring that all hardcopies are also available in softcopy
- Ensure Medair ID cards and Insurance ID cards are ready when new national staff arrive;
- Responsible for the process of registration, work permits and travel permits for international staff ;
- Keep track details of staff data up to date, such as contact details and other staff overviews;
- Support HR in the recruitment of national staff; organize briefing pack and schedule;
- Support in writing and distribution of official letters and other smaller tasks assigned;
- Consult both department members for advise, regular catch up and submit weekly update;

Hospitality

- Carry out receptionist role receive visitors to the office and address the purpose of their visit appropriately and any other duty as assigned by the two departments

Finance

- Scanning of monthly log packs;
- Assisting the finance team in ensuring log pack completeness;
- Collection / submitting payment to suppliers where necessary;
- Handling a specified amount of petty cash (e.g. when finance officer is on leave)
- Submission of statutory deduction payments to responsible government institution/Line Ministries;
- Filing of documents and retain confidential;
- Assist finance team in ensuring that Labour reports are signed by staff

Requirements;

- Degree or Diploma in Finance and Administration or related areas of job specification
- Proven experience in Finance and Human Resources, or administration;
- Fluency in both written and spoken English and Arabic;
- Basic skills/knowledge in Microsoft Excel, word and internet usage
- One year working experience with a reputable NGO/institution in similar capacity
- Committed Medair values

Please submit your application (CV, contact information/copies of docs) not later than **13/10/2011 by 5pm** to;

Medair Human Resource Officer

Hai Matara,

Airport View, Juba

Opposite Bross (former Petrol Station) near Perkins Company

Or e-mail: hr-juba@medair.org **Only short-listed applicants will be contacted.**

Approved
03/10/2011

