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12/10/2011
Labour-RSS-Juba

EDC

Sudan Radio Service
Education Development Center

MINISTRY OF LABOUR & PUBLIC SERVICE
GOVERNMENT OF SOUTHERN SUDAN
OCT 2011

Education Development Center (EDC) is one of the world's leading non-profit research and development firms. EDC's Sudan Radio Service project is seeking an HR Assistant.

Sudan Radio Service (SRS) is a USAID - supported project that delivers accurate, balanced news and information to the people of Sudan via shortwave broadcasts heard nationally and shortly on FM in Juba, Southern Sudan. SRS has a team of nearly 40 journalists/producers based in Sudan and Nairobi, Kenya who report news and develop information programming based on the journalistic principles of fairness and accuracy.

Essential functions include [but are not limited to]:

1. Assist in development and review of sound HR policies and procedures that are compliant with EDC standards and Southern Sudan local labor laws; periodically review and ensure implementation of HR policies and procedures in the work place.
2. Assist in organizing recruitment for all posts as requested. Ranging from placing advertisement, arranging interview and references, inductions etc.
3. Maintain a good relationship with Ministry of Labour - GoSS, and ensure that Sudan Radio Service adheres to government regulations on recruitment and labour relations.
4. Responsible for maintaining and ensuring the HR personnel files and documentation for all Juba staff are updated, current and complete - Responsible for day to day filing and personnel file archiving in HR department
5. Following up work permits acquisition and renewal including vacancy announcement approval at the Ministry of Labor
6. Adhere to all EDC policies and procedures as outlined in EDC policies and procedure manuals;
7. Maintain the tracking system for all types of leave for all employees;
8. Maintain up-to date staffing list by program and department;
9. Ensure that all national staff have an update relevant job descriptions;
10. Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documentation, evaluations, exit interviews and other relevant information.
11. A clear understanding of Human Resources ethics as well as the willingness and ability to enforce compliance with Sudan Radio Service and donor policies and procedures is essential; excellent interpersonal skills, honesty is essential.

Qualifications and Requirements:

- Degree in Relevant field preferably Human Resources or administration with a minimum 3 years HR and administration experience;
- Must be an independent thinker and have good organizational skills
- Excellent computer skills, in particular proficiency in the use of Microsoft Word, Excel, Power Point, Microsoft Outlook, email applications and the internet
- Excellent English language communication skills, both oral and written, spoken Arabic is an advantage.

- Initiative, adaptability, and strong interpersonal skills, well-developed organizational skills, ability to work effectively under pressure, good communication skills, both written and verbal.

Plot 48, block 1 Korok, P. O. Box 425 Juba, Sudan
Tel: +249 922486980 / 922486982 Web: www.sudanradio.org / www.edc.org

- Sudanese nationality required.

Interested candidates may send their applications, accompanied by detailed CVs to hjumi@sudanradio.org or submit them to our Juba office in Jebel next to the South Sudan Beverages Ltd.

Applications should be received by 21st October, 2011.

Only successful candidates will be contacted. All applicants who will not have heard from us within 3 weeks from closing date should consider their applications unsuccessful.

EDC - SUDAN RADIO SERVICE
JUBA OFFICE
DATE:.....

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