



Job Title: Human Resources Officer
Reports to: Finance Officer
Closing Date: 10th January 2016

JOB PURPOSE

Coordinate and administer the Human Resource (HR) function for various SNV field projects in South Sudan as assigned. This should be done in a mature and responsible manner so as to maintain the confidentiality and integrity of personal information of the staff and of the SNV payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruitment and selection

- Proactively liaise with hiring managers in identification of staffing gaps.
- Develop annual workforce plans in liaison with hiring managers
- Prepare recruitment plans and coordinate the recruitment, selection and placement process within SNV policy
- Coordinate the (Technical) orientation and induction process for new staff
- Develop and maintain an orientation guide for staff
- Manage and track staff probationary periods.

Policy formulation and dissemination

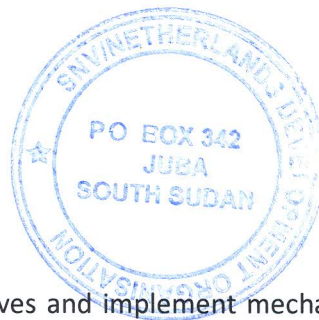
- In coordination with Country Director, ensure that proper HR procedures and systems are operated and maintained at all project locations in South Sudan and are in compliance with the South Sudan labor laws, SNV policies and all relevant authorities.
- Assist the Country Director in the SNV national staff policies including: updating the HR terms of reference, interpreting and training managers and staff on procedures, policies and guidelines indicated in the HR manual.

Performance Management:

- Manage the performance management cycle and associated processes.
- Analyze performance goals, annual appraisals and other performance management information and guide the Regional management team/line managers on performance management
- Provide technical support and build capacity of staff in performance management
- Periodically prepare and provide performance management reports for management decision making
- Provide technical support and facilitate performance consequence management

Organizational learning and development

- Develop, monitor and implement learning and development plans
- Support Project coordinators to develop and implement the training plans
- Facilitate learning and Organizational Directed Development initiatives.



- Evaluate impact of trainings and learning initiatives and implement mechanisms to facilitate transfer of learning
- Coordinate and facilitate change management processes at the region

HR Administration

- Management of staff employment contracts and contract renewal processes within the set timelines.
- Monitor up-date and manage staff records and provide accurate HR information for management decision making whenever required.
- Prepare and submit reports and other briefs as and when required.
- Monitor and manage staff leave
- Disseminate and provide technical guidance to the Regional management on SP policies, government labor laws and changes in statutory requirements.

Staff well- being and engagement

- Plan and implement delivery of staff well-being initiatives
- Conduct HR clinics to monitor staff wellbeing and liaise with relevant stakeholders to ensure staff concerns are addressed - Liaise with various field sites in South Sudan so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements
- Coordinate and ensure staff benefits are paid when due and respond to queries from staff
- Manage the staff medical scheme
- Coordinate staff engagement and wellbeing surveys and implementation plans
- Identify cases for and coordinate the critical incident debriefing for staff that have undergone stress and/or trauma and provide appropriate referral services.
- Provide guidance on handling employee grievances and disciplinary procedures

Business partnerships

- Develop and maintain healthy relationships with the government and non-government organizations in South Sudan in the field of HR
- Preparing staffing updates and sharing with managers
- Tracking HR activities and making follow ups with the respective managers
- Interpreting policies and providing continuous HR technical support

Payroll management and administration

- Managing payroll for the staff at each location

Exit management

- Carry out staff exit meetings with separating staff and periodically analyze staff exit related information to guide retention initiatives.
- Manage employee exit processes (clearance, handover etc.) and ensure that the exit process is compliant with applicable labour laws and SNV policies
- Coordinate and guide management of staff transitions during programme/project phase outs and ensure all applicable policies and procedures are adhered to.

PREFERRED SKILLS/QUALIFICATIONS:-

- Bachelor's degree (B. A.) from four-year college or university in Human Resources Management, communication, or related field;
- Knowledge of Sudan labor laws is highly preferred
- Excellent skills in problem solving and conflict resolution, crisis management and training facilitation.
- Ability to work well within a team and build positive team spirit.
- Highly self-motivated.
- Ability to pay attention to detail and work under pressure in a cross-cultural environment.
- Experience working in a multi-cultural environment.
- Ability to plan, organizes, manage time, and meet deadlines.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of SNV

