



VACANCY

HUMAN RESOURCES OFFICER

Duty Station: Juba, Central Equatoria State, South Sudan

Contract: 6 months, renewable

Salary: according to NGO salary scale and experience

Doctors with Africa CUAMM is an international NGO working in South Sudan since 2007. CUAMM's aim is to improve maternal, neonatal and child health, through a comprehensive approach of health system strengthening considering communities, health facilities and hospitals as interlinked elements. Currently, CUAMM's operating areas are in Lakes and Western Equatoria States.

CUAMM is looking for a suitable candidate to fill the position **Human Resources Officer to be based in Juba**

The Human Resources Officer develops and puts into practice the overall HRM strategy, policies and procedures, and deliver suitable HR solutions that lead to organizational success. The HR Manager ensures that the organization vision, mission, values and targets are communicated clearly to all employees, providing them with all the information they need to synchronize their actions with the organizations objectives. The position will be responsible for certain decision making in day to day management of the HR operations.

The incumbent will be expected to adhere to system and processes for smooth functioning of various facets of HR. S/he will be helping in effective execution of all the HR activities like recruitment, orientation and induction, performance management, staff development and training and compensation management.

S/he supports senior and mid-level management in managing all processes and interactions to develop, attract, retain and enhance performance without sacrificing compliance with CUAMM policies, systems and procedures in all areas of human resources.

DUTIES & RESPONSIBILITIES:

1. Implement, and as necessary propose revisions to, the HR policy and procedures for national staff to ensure compliance with local labor laws, and to ensure these are clearly understood by staff.
2. Lead the recruitment process and induction for new staff, and manage contract extensions for existing staff.

3. Maintain oversight to ensure the proper, legal and efficient administration of payroll, allowances and taxation calculations, and of the leave register.
4. Support senior management to plan HR requirements including rationalizing and resizing current positions where necessary.
5. Review salary scales, work together with survey agency and/or other organizations for salary review.
6. Support managers to undertake performance appraisals and to manage disciplinary and other issues relating to their direct reports.
7. Develop a professional development plan based on needs identified from the performance appraisal process.
8. Provide leadership and advice on employee relations and manage the staff grievance system and disciplinary proceedings.
9. Ensure proper maintenance and confidentiality of personnel files and provide an updated record regularly.
10. Maintain current staffing lists and organizational charts.
11. Build networks with other HR professionals to maintain currency in professional HR practices and legislation.
12. Arrange, together with the logistician, the mobility of staff for leaves/R&R, official missions, training.
13. Monitor wellbeing conditions of the staff deployed in remote conflict areas.
14. Provide HR report on regular basis.

QUALIFICATIONS

- Degree /Diploma in Human resources management, with a focus on the humanitarian field

EXPERIENCES AND COMPETENCIES

- At least 2 years' experience in the area of Human Resources Management within an NGO
- Previous working experience in humanitarian contexts. Knowledge of South Sudan will be considered as an asset
- Experience with talent development and management
- Knowing of and experience in the area of matters concerning staff and social legislations and regulations
- Strong interpersonal, organizational and diplomatic skills
- Self-motivation and initiative
- Excellent communication skills with fluency in English. Knowledge of Italian will be favourably considered.
- Ability to work with medium supervision
- Availability to move for short field missions
- Team building attitude

HOW TO APPLY

1. Interested Candidates are requested to submit their Updated CV and cover letter **NOT later than December 30** to: **CUAMM HR Dept: v.granello@cuamm.org** specifying in the object CUAMM/SS/HR
2. The position is open only to South Sudanese national
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.