



Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

Vacancy: Senior Human Resources Officer.
Reports to: Area Coordinator/Human Resources Manager.
Duty Station: Maban
Start Date: ASAP
Deadline of Application: 23rd August 2018

SUMMARY OF THE POSITION

In liaison with the HR Manager and Director of Human Resources, coordinate and administer the Human Resource (HR) function for various Samaritan's Purse field projects in South Sudan. 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 SP payroll.

DUTIES AND RESPONSIBILITIES:

Oversight of HROs

- Provide supervision and guidance to assigned HR Officers at Maban level on daily work priorities.

Staff wellbeing

- Contribute to the planning and implementation of staff well-being initiatives and spiritual well-being programs.
- Conduct HR clinics to monitor staff wellbeing and liaise with relevant stakeholders to ensure staff concerns are addressed.
- Understand all necessary aspects and needs of HR development, and proactively raise with the HR Manager for SMT interventions where necessary.
- Coordinate and ensure staff benefits are paid when due and respond to queries from staff.
- In liaison with the HR Manager, carry out staff engagement and wellbeing surveys and implementation plans.
- As guided by the HR Manager, coordinate staff wellness programs that address critical incident debriefing for staff that have undergone stress and/or trauma and provide appropriate referral services.

Review of Documents and payroll

- Assist with the maintenance and accurate preparation of the monthly payroll for South Sudan field sites and ensure compliance with tax laws of South Sudan.
- Review all payrolls for approval before submission to the Finance department (Maban) and HR - Juba.
- Ensure flow of information with regard to changes in personnel positions, duty, advising and guiding staff on required documentation.

Administration of Insurance

- Oversee the administration of national staff medical scheme in the field.



Approval of contracts and expenses of a certain amount

- Review staff employment contracts and other HR related expenses for the Area Coordinators approval before submission for payment.

National staff leave approval

- Monitor and manage staff leave.

Discipline and grievance handling and documentation

- Assist the HR Manager in the management of discipline, grievance and termination procedures and ensure there is proper documentation of file.

Training and Capacity Building of HRO

- Provide training and guidance to HRO on daily work priorities. Mentor and train HRO to increase capacity. Handle any issues that HRO are unable to handle, escalating to the HR Manager and HR Director where needed.

Policy interpretation and Implementation

- Assist HR Manager in SP national staff policies including: contributing to the reviews of the HR Manual, interpretation and training managers and staff on procedures, policies and guidelines indicated in the HR Manual.

Performance Management

- Plan for employee's performance appraisal and following up with line managers
- In liaison with the HR Manager, develop/review tools for appraisal, job evaluation and staff development.

Oversight of national staff HR Functions and Activities

- Work with the HR Manager in the development of the HR Strategic plan and implementation of the national staff HR Functions and activities.
- Proactively notify the HR Manager of any HR related issues or procedures related to National staff that require the intervention of the Director of HR, SMT or review.
- Attend the Hospital Committee Meetings.
- Work with the Medical Director on the Duty Roster for Hospital Staff.
- Act on action points promptly.

Spiritual nurture

- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

KNOWLEDGE AND SKILLS

- 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, organize, manage time, and meet deadlines.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.

How to apply: Interested applicants are required to submit their application letters, copies of academic certificates, updated CVs, copy of National ID card for clear Nationality Identification to Samaritan's Purse Offices in Juba near Quality Hotel in Hai Cinema and Maban in Bunj by **23rd August, 2018**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.