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**VACANCY**

**HUMAN RESOURCE OFFICER**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan

Concern South Sudan is looking for a suitable candidate to fill the position **Human Resource Officer to be based in Nyamlel Aweil West County, Northern Bahr El Ghazal State.**

**Job Purpose:**

Reporting to the Human Resource Manager, to provide HR functions support to Concern’s programme in Aweil, including prompt principled and policy-driven HR support in accordance with Concern’s HR Policy to the concerned Managers and staff in Aweil Programme through the Line Manager.

**Main Duties & Responsibilities:**

* Ensure that Field Managers and staff follow and comply with all HR policies and practices in accordance with the staff manual, Concern policy and the Sudanese employment law, promoting consistency and coherence,
* Advise managers and lead as appropriate on HR related matters including staff relations, disciplines and grievances in consultation with the HR Manager.
* Contribute to the management of the organization through being part of the management team at field level.
* Promote and uphold Concern’s code of conduct and Program Participant Protection Policy ensuring that all new field staff understand and have signed them.
* Manage the recruitment and induction process of new field based staff by;
* Preparing job adverts for review by Line Manager ready for approval by Ministry of Labour,
* Preparing a summary of candidates profiles,
* Assisting the HRM in pre-screening of applications received,
* Contacting shortlisted candidates for interview, prepares interview schedules and collects referees’ comments as per the recommendation of the recruitment panel members,
* Prepares Job requisition for hiring field based staff /consultants at the request of Field Managers and through the HRM,
* Update field based staff database and contracts status for compilation by the HRM,
* Checks and ensures proper filing of nationally and locally recruited staff as per the Concern standard filing guidelines,
* Compiles and maintains personnel /HR electronic data base,
* Distributes quarterly and Monthly national head count alongside staff movement report to Dublin on a weekly basis and according to Concern HR procedures,
* Prepares and sends international staff movement to Head office on weekly basis,
* Assists the HR Manager with identification of training opportunities
* Provides staff with and assists in completing insurance forms and forwards them to the HRM for submission to relevant companies,

Maintain leave record of field based staff and nationally recruited personnel, updates it regularly

**Experience, Skills and Qualification:**

**Person specification:**

* Relevant Diploma/Degree qualification in HR/administration from a recognized institution of higher learning,
* 2-5 years’ international NGO experience including considerable experience in a similar role,
* A conceptual understanding of the HR practice in South Sudan,
* Ability to organize and plan work effectively within a team and organisation context,
* Proven ability to write HR report or staff movement in agreed formats,
* Proven English Language writing and speaking skills.

**HOW TO APPLY**

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme P.O Box 104 Airport Road ,South Tongping and Nyamlel NOT later than 15th January 2017 or Email it to:** [**vacancies.juba@concern.net**](mailto:vacancies.juba@concern.net)
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.