



CATHOLIC RELIEF SERVICES (CRS) JOB OPPORTUNITY

Job Title: Human Resource Staff Development Officer

Department: Human Resources

Reports To: Country HR Manager

Country/Location: Juba with frequent field trip

Background:

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

Job Summary:

You will help coordinate and support the execution of the Country Program (CP) HR strategy and operational plans in support of high-quality programs serving the poor and vulnerable. You will provide responsive, high quality service to address HR programs, services and operations needs in the areas of staff development, performance management and onboarding/orientation.

Job Responsibilities:

- Staff Devt and Performance Management. To implement learning and development needs analysis, manage and implement HR/learning and development projects and maintain the HR/Learning and development systems and processes. provide learning and development support to managers that will help them to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of CRS priorities.
- Onboarding/Orientation. Help coordinate and support HR processes, activities, and service delivery, to ensure that all new staff joining are well inducted into the organization and orientation checklist is well updated and filled both in Juba and field locations.
- Collect and organize input on HR processes and policies and participate in the review and update of various systems, manuals, guidelines, and tools.

- Give refresher training on different policies to all staff more especially in Juba and field locations.
- Support field staff recruitment and ensure that recruitment standards/ procedures are in compliance by all staff.
- Provide support to the Country HR Manager in his responsibilities with regard to the overall management of HR programs and services in the CP.
- Track all the CP trainings, support the CP in ensuring staff undertake all mandatory trainings including facilitating related offline trainings, and share with CP HR manager.

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's degree in Human Resources Management or Business Administration required. Additional relevant experience and completion of HR certification or courses, may substitute for some education.
- Minimum of three years' work experience in HR, preferably with large International organization and good knowledge of HR best practices and standards.
- Experience with and knowledge of employment laws, regulations, policies, principles, concepts, and practices. Good understanding of the local labor law.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, HRIS.
- Supervisory experience would be a plus.

Personal Skills

- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Proven facilitation and training skills
- Strong customer service ethic and abilities
- Very good planning, coordinating, and organizing skills
- Able to maintain confidential information
- Proactive, resourceful, solutions-oriented and results-oriented
- Excellent communication and interpersonal skills
- Strong MS excel data analysis skills.

Required/Desired Foreign Language

Ability to communicate in Arabic is an added advantage.

Travel Required (60-65% field visit)

Application Procedure:

Interested candidates should send their application and CV to southsudanvacancies@crs.org or hand-deliver applications to CRS Office completed with Curriculum Vitae (CV), list of references, and copies of educational certificates in a sealed envelope.

Only shortlisted candidates will be contacted.

The above position is open for South Sudanese nationals only; **female candidates are highly encouraged to apply.**

The deadline for receiving applications is by Close of Business on **31st, March 2018.**