



# ICAP

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COLUMBIA UNIVERSITY  
Mailman School of Public Health

50.H2



## POSITION DESCRIPTION

**JOB TITLE: Human Resources Officer**

**INSTITUTION:** Columbia University Mailman School of Public Health - ICAP

**LOCATION:** Ministry of Health, Republic of South Sudan,

**DIRECT REPORT:** To the Director of finance and Administration.

### ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

### OVERALL JOB FUNCTION:

The human resources officer oversees all aspects of human resource management and industrial relations policies, practices and operations for ICAP in South Sudan.

### DUTIES AND RESPONSIBILITIES:

- Responsible for planning and ensuring systematic induction for all new employees.
- Ensure performance Management as per the HR manual
- Track Probation reviews with timelines and ensure outcomes are communicated formally through letters.
- Ensure resignation letters are received for employees who intend to leave and Conduct exit interviews in specified formats and share with Finance and Admin Director.
- Maintain the HR files such as employee personal files, recruitment file and LOE reports
- Handle employee grievances formally and informally and forward them to concerned department head and follow up for resolution.
- Develop training and development programs
- Maintain employee records (attendance, leave plans etc.) according to policy and legal requirements.
- Review employment and working conditions to ensure legal compliance
- Process payroll and LOE reports for review by the FAD and Country Director



## Requirements

- Minimum 5 years' experience as HR officer
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office;
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- BSc/BA in business administration
- HR Credentials a plus
- **MUST be a South Sudanese national**

## How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

Please forward your resume or CV to [icap-jobs-southsudan@columbia.edu](mailto:icap-jobs-southsudan@columbia.edu). Please indicate you are applying for the "South Sudan – Human Resources Officer" position in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **American Resident** or **Non-violence** office in Kololo.

**Application Deadline** January 5, 2017

**NB: Only those who are shortlisted will be contacted**

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