

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA/2016/24/3/002

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts.

Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Northern Bahr el Ghazal (NBeG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:

Position Title:	Human Resource Officer
Report to:	Human Resource Manager
Duty Station:	Juba
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advert Closing Deadline	8-April 2016

Responsibilities and Tasks

To achieve the position's purpose the HRO Service will perform the following tasks and undertake the following duties and responsibilities:

- Assist in advising and supporting managers and staff in HR policies and procedures ;
- Assist in liaising with local authorities on HR related issues;
- Produce a checklist of content for the personnel files;
- Ensure maintenance of the HR filing system, including that all paperwork is up to date;
- Process medical claims and keep track of staff medical expenses according to DRC/DDG policy and send regular reports to HR manager in Juba;
- Monitor and record data on national staff absence and report to the respective line manager;

Approved *Duly*

[Signature]
24 MAR 2016
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- Liaised with Administration officer to ensure new staff ID cards are issued for the same time period as contracts;
- Ensure that all HR-related filing is maintained accurately and updated regularly;
- Keep track of staff contract status and provide line managers with information related to staff contract end date and any other information requested and HR related staff issues;
- Prepare contract for new starters and contract extension for staff whose contracts are due to end;
- Process end of contract notice in consultation with the line manager or budget holders;
- In collaboration with the HRM, the position holder handles all employee relations issues for DRC/DDG national staff including liaison with State/National Labor Office as appropriate;
- Ensure that all leave types are requested using the standard form by staff and approved by line manager before the staff goes on Leave;
- Track all national staff leave to ensure all staff leave record is traceable and kept for reference purpose;
- On monthly basis send report (leave tracker, medical tracker, staff date base, etc.) to the HR Manager;
- Ensure that stationary is available in the HR office;
- Prepare and follow up on all documents requiring signatures
- Prepare, follow up and track all paper communication on HR issues with Field offices
- Ensure that approvals from the respective managers to recruit and appoint new staff are filed;
- Ensure safe reception and registration of all job applications;

About You

Qualifications and Experience:

Essential

- Minimum Diploma in HR Management or Business Administration;
- At least 2 years' experience of HR and Administrative work;
- Good understanding of the South Sudan labour law
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organisational skills;
- Excellent written and spoken English;
- Strong computer skills particularly Microsoft Office;
- Flexible, ability to work both as an individual and as a team member and under stress;
- Republic of South Sudan national;

Desirable:

- Experience working in the NGO/any other related sector
- Fluent in Arabic

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org OR Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources officer, Recruitment and Compensation DRC-DDG Office in Juba at Hai Supiri road, near UNICEF and NPA Main office.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as these position is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

Approved July

