

Job Advertisement

Human Resource Officer

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Position	Human Resource Officer
Location	Juba
Start Date	July 2016
Contract Duration	Until 31 December 2016 with possibility of extension
Organization	<p>War Child Holland has been working in South Sudan since 2006. The program has been focused on the consequences of decades of conflict and its purpose is to ensure that children, youth, communities and government are able to promote awareness on child rights, protect children from abuse, exploitation and all forms of violation of their rights. The program has been achieving this by ensuring a protective environment for children and promoting access to good quality basic education in the Central and Eastern Equatorial States.</p>

Position Summary

Under the direct supervision of the Finance and Human Resource Manager, the **HR Officer** will ensure HR best practices in relation to staff recruitment and retention, compliance, compensation, benefits, training and development and assist in HR policy development as well as the day to day HR management of the staff.

The HR Officer's duties and responsibilities are but not limited to :

Recruitment and Retention: Support a recruitment process that complies with War Child Holland policies as well as applicable laws and regulations. Review job advertisements and get labor inspector stamping prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that documentation is collected filed. Review records on background and reference checks for final candidates. Oversee the probation period for newly hired staff. Ensure that there is a proper job description for all positions in collaboration with the management team.

Compliance and Record Keeping: Communicate any changes on the Employee Handbook and get acknowledgement pages for all new staff for filing. Orient new staff on the Employee Handbook [Terms and Conditions of Service for National Staff], WCH Code of Conduct, and other Compliance Policies as appropriate. Maintain personnel and recruitment files ensuring accuracy and completeness. Develop processes that maintain confidentiality of employee personal data. In depth knowledge of the labour legislation in force in South Sudan and ensure WCH respects and abides by it.

Compensation and Benefits: Support benefits and compensation administration ensuring internal equity and compliance with organizational policies and applicable laws. Administer the medical care for staff and liaise with Health Service Provider. Oversee the employee leave and sick leave administration ensuring compliance with applicable laws and adherence to organizational policy. Facilitate job analysis and update job descriptions

Payroll and Budget: Coordinate with Finance in the preparation of monthly Payroll, ensuring that all staff changes are correctly noted (new hires, terminations, promotions, salary changes, budget codes, etc.) and compliance with national tax and labour regulations for final approval by F&HRM. Review departing employee final payments for accuracy and compliance with labour laws every month.

Training and Development and Performance Maintenance: Support the coordination in the implementation of annual performance reviews, ensuring that each employee receives the required review and documentation is placed in employee files. Keep updated on the available training, both national and international staff and proactively identify together with the Management Team, possible candidates among the staff.

Day to day HR administration, planning and reference person: Supervision of movements of all staffs, visa and work permit management for international staff and visitors. The HR Officer is the technical person to whom all administrative staff in field locations will refer to, ensuring their briefing, support and follow-up with regards to HR aspects of their work. Provide technical support to the Management Team and other teams responsible when managing staff and teams in the field, making sure they know, understand and apply HR management policies and tools. Under the supervision of the OSM, the HR Officer prepares the annual planning and Develops/Updates the various HR policies.

Implementation of HR policies and HR management guidelines: Ensure the implementation, grants coherence and continuity, and participates in the definition/revision, together with the Country Management team, of the (1) training staff development policy, (2) evaluation policy, (3) Internal Regulations, (4) Salary Scale (5) Health Policy and other policies that might need (re)defining in the future.

Education Qualifications & Knowledge.

- Bachelor's degree from a recognized university in Human Resource, Administration or related field required.
- At least four (4) years of relevant work experience in the field of human resources.
- Must be familiar with country specific laws and regulations governing Human Resources.
- Ability to work with managers to assess complex issues pragmatically.
- Ability to define problems, establish facts, analyses situations and makes decisions.
- Excellent written and verbal English, and intermediate oral skills in Arabic.
- Strong interpersonal communication skills.
- Ability to interact with and lead employees at various levels.
- Strong understanding of confidentiality as it relates to Human Resources.
- Proficient in MS Office, including Word, Excel and Outlook, and email applications.
- Must be a Citizen of South Sudan.

Skills

- Social and communicative skills for coaching and leadership.
- Written and verbal expressions skill for writing policies and reporting, etc..
- Ability to understand and incorporate the organizational structure and culture of WCH and WCH HRM policies and guidelines.

Attitude

- Result focused and persistent to reach goals.
- Team player to be able to manage and to be a member of a team.

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

How to Apply:

Interested candidates for this position should send updated curriculum vitae (indicating salary history, 3 professional/supervising references, copies of certificates and copy of ID) together with a motivation letter stating why they best meet the competencies required for this position to the following E-Mail address info.ssdco@warchild.nl or hand delivered to the **War Child Holland Country Office in Juba – Tongping, opposite the Turkish Embassy before 15th June 2016.**

The position "HR Officer" must be clearly indicated in your subject line of email or on the envelope.

Qualified women candidates are encouraged to apply.

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants. **Only shortlisted candidates will be contacted.**

