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Approved by
MLPS & HRD
15/5/2019

CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is looking for 1 (One) suitable candidate to fill the position of Roving Human Resource Officer.

Position:	Roving Human Resource Officer
Department:	Human Resource
Location:	Head Office, Juba
Reports to:	Senior Human Resources Officer

JOB SUMMARY

Purpose of the position:

The Roving Human Resources Officer will be responsible for providing quality HR services support to all field offices to improve the organizational performance within the people function. The incumbent is required to disseminate HR policies and procedures in his/ her area of operation and is expected to ensure that there is consistent understanding and application of policies and compliance with statutory regulations.

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)

HR Policy and Procedures

- Support in delivery of HR services in alignment with HR policies and procedures while in compliance with Country Labor Law and CARE International norms.
- In the absence of Senior HR Officer, ensure that advice and support is provided to managers and staff on interpretation and application of policies and procedures and on other HR related matters

- Support the process of seeking feedback from staff on HR Manual and disseminating the final version across the field offices
- Promote CARE team culture in all field locations by engaging teams and encouraging them to uphold the principles and values of CARE
- Supporting Senior HR Officer in implementing effective and robust HR systems and processes and enforcing good HR practice in all field locations
- Report to Senior HR Officer and Deputy Country Director Operations on field visit findings and support in addressing the findings as required
- Train field offices on PSEA (Presentation of Sexual Abuse and Exploitation)

Recruitment and Induction

- Handle the field recruitment processes in liaison with the field hiring managers while keeping the Senior HR officer updated
- Prepare and implement new hire Induction schedule within one week of employee hire.
- Administer new employee orientation related to payroll, timesheet use and submission, and CARE SSD benefits program.
- While working with Juba office facilitate the new employee contract issuance and administer signing of the employee contracts
- Ensures employees gain an understanding of benefit plans and enrollment provisions, have the employees aware of the required reporting documentation before reporting documentation
- Ensure new employee have completed new hire forms and these has been send to head office with on first day of hire

Performance Management

- Support the HR department in training staff and manager on performance management processes
- Support staff and managers with the coordination of performance management system (setting objectives, giving feedback and ensuring reviews are done as per the set timelines) and ensuring this is well understood
- Coordinate collection of completed Appraisal forms from the field offices

Support in other HR Operations

- Participate in any disciplinary meetings and hearings and take minutes.
- Track all probationary evaluations and notify supervisory staff accordingly
- Ensure monthly tracking's for Medical and staff attendance, hires and terminations
- Ensure Monthly tracking and filings of Leave attendance is done at Field offices
- Ensure that all documents and information for the preparation of the monthly payroll are ready and obtained and submitted to Juba office
- Ensure staff separation process is done in a timely manner
- Ensure medical cards have been issued to staff members in the field
- Responds to benefit-related questions & resolve discrepancies that may arise.
- Processes medical reimbursements ensuring all required documents are collected and submitted to Insurance companies

- Support the Senior HR Officer in acquiring HR data from field to aid in preparations of HR reports
- Gap fill for senior HR Officer and the HR focal persons when they are on Leave

Any Other duties assigned

- Performs any other assignment as required by HR functions or Mission Management

Qualifications: Education/Knowledge/Technical Skills and Experience

- The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:
- Minimum Qualification required: A Bachelor's Degree in Human Resource Management, Organizational psychology, Organization Development, Business management, or in any other related field.
- Experience in a payroll capacity.
- Understanding of Statutory laws
- Experience: A minimum of 2 years NGO experience in human resource management preferably in emergency relief services.

Technical Skills & Abilities:

- Ability to function as a technical expert and an effective business partner
- Good listening, understanding and communication skills
- Strong prioritization skills
- Demonstrated experience in facilitating staff training and capacity building.
- Experience in use of electronic HR systems and high level computer skills especially in databases and spreadsheets.
- Strong communication skills both written and oral English language.
- Strong communications skills in spoke Arabic.
- Willingness to travel and work in field offices

Key Relationship:

External:

- Ministry of Labor
- Rehabilitation and Relief Commission - RRC
- Insurance Companies
- NGO Forum HRWG

Internal:

- Field Project Management Teams in all the field operational areas
- Internal Department Support (Finance, Procurement, Admin, IT, PQ, Audit)
- Employees

Working Environment / Conditions:

Work environment: Office-based with frequent travel.

Travel: 70% of field travel

HOW TO APPLY

The position will be based in Juba. This position is **ONLY** open to South Sudanese Nationals. Opening Date 15/May/2019 and Closing date for receiving application will be 5th June 2019

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to:

CARE South Sudan Office,
NAP Building, 3rd Floor, Martyrs Street
Juba, South Sudan

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

