



JOB OPPORTUNITY

HUMAN RESOURCES OFFICER

VA 01/SSGID/2017

Background:

South Sudan Grassroots Initiative for Development (SSGID) is a national non-profit national Humanitarian and Development community organization established in 2013 and registered by the Ministry of Justice and the Relief and Rehabilitation Commission. SSGID seeks to recruit a HR Officer from 01 January 2017 to oversee the human resources management and development department based in Juba. The initial contract will be for 6 months with possibility of extension dependent on performance and budget. This position is based in Juba with travels to field locations. The post holder will undertake the following duties/ responsibilities:

Job Summary

The Human Resources Officer will be responsible for the day-to-day management of staff recruitment, contracts, development and administration. He/she will also be responsible for the department's record keeping including maintenance of database and personnel files.

Duties and Responsibilities

- Set up and maintain the departments filing system including maintenance of the personnel file
- Maintain the personnel database and ensure that the information is up to date
- Assist in administrative and logistical support on staff development/training (e.g. workshops & staff meetings)
- Organize orientation for new staffs
- Conduct regular skills audits and recommends training on specific areas of needs
- Ensure that all staff contracts are up to date
- Assist in handling staff welfare programs/activities
- Maintenance and tracking leave and attendance records
- Assist with separating staff clearance
- Regular travel to field locations to enhance HR procedures/practices as well as disseminate remuneration, benefits and welfare information to staff.
- Do any other assignment

Qualifications & Skills

- Diploma/Degree in Human Resource Management or related field
- Good computer and writing skills

- Excellent interpersonal skills
- Good interpersonal and communication skills
- Ability and willingness to travel to southern Sudan

Reporting Lines:

The position reports to the Executive Director based in Juba.

How to apply:

Interested and qualified candidates should submit an application letter and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts to: via email address ssgid2013@gmail.comcc to ayumefelix@gmail.com. Indicate the job Title 'HR Officer" on the Subject line. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is on Friday, 05 December 2016, before 12:00 am midnight. This is a national position. Qualified females are highly encouraged to apply.

Disclaimer: SSGID does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.