

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
JOB ADVERTISEMENT**



**13<sup>th</sup> March, 2017**



**Save the Children**

**INTERNAL JOB ADVERTISEMENT  
VA No. SCI13032017**

Save the Children is an international non-governmental organization that works for a future of children, their families and Communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

**Job Title:** Recruiting Officer (1 post)  
**Location:** Juba, Jubek State.  
**Reports to:** HR Manager  
**Contract Period:** 9 months (renewable)

**JOB PURPOSE:**

To provide effective, efficient recruitment for the SCI country programme and qualitative human resource management systems in line with the Save the Children International - South Sudan country Program human resource strategies, policies and guidelines and in line with legal compliance and organisational good practices.

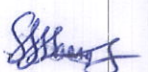
**KEY AREAS OF ACCOUNTABILITY:**

- Support the HR Department in all recruitment processes in order to meet Save the Children staffing needs across all its programmes activities across the board ensuring that such recruitment complies with the South Sudan labour Laws and the SCI HR internal policies.
- Responsible to maintain all personnel records (application form/CV; appointment letters; testimonials, certificates and contract of employment; Records of sickness/holiday leave, Record of staff advances/loans, next of kin/emergency contact details; reference(s)/reference records; any statutory personal details that an employer is legally obliged to hold (i.e. social security number, tax info etc) ensure each staff member has a complete and updated personnel file all the time. Conduct monthly file audit report to ensure that the entire file check lists are up to date.
- Assist in identifying potential candidates in the humanitarian labour market through creative recruitment strategies such as networking/collaboration, research and candidate referrals from some sisterly INGO within South Sudan.



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- Provide an oversight in all recruitment processes for national staffs from advertising to induction stage, ensure no delay in hiring. Support the recruiting managers in recruitment process – drafting advertisements, screening of applications, interview call letters, and coordination of interviews, ensure reference check is done, evaluate and document processes.
- Participate in recruitment goal setting and implementation of task across the board to ensure that qualified work force are attracted in order to meet the organization Mission, vision and goals.
- Participate on recruitment proposals that align with the HR department strategic objectives and assist in implementing them to continuously develop SCI hiring process, recommends system improvements to current recruitment processes in order to streamline and have an efficient and effective system in place.
- Update weekly recruitment tracker. Ensure that systematic local processes for recruitment and selection is in place. This would include, appropriate child safeguarding measures, transparent and systematic processes, fair treatment of candidates.
- Responsible in consolidation and submission of monthly recruitment reports for all SCI projects capturing the number of application received, all positions status and the general overview of registered challenges registered and proposal on how best to solve overcome them.
- Responsible to manage and follow up on the recruitment of interns and casual workers ensuring that proper procedures are followed which meets the legal employment laws of South Sudan. S/he is tasked to update the intern/casual workers pool and informs the HR Manager accordingly.
- Ensure that all staff and consultants will have written contracts of employment and job descriptions in line with agreed national/international terms and conditions, before starting work. All staffs have received as a minimum, Job specification/role brief, Letter of appointment. Employment contract on first day of joining.
- Responsible to make sure all recruited staffs have updated employee data (paper and/or electronic) at the country office and data kept securely with clearly defined access levels. S/he is also responsible to maintain the SCI recruitment data base in an up to date status and share it with the HR Manager/HR Director.
- Contribute to the review process of the terms and conditions of employment and policies in line with the human resource Best Practice Standards and local labour law, in





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order to ensure that the human resource manual remains relevant and appropriate for South Sudan context.

- Contribute to strengthen coordination and collaboration within teams and across all teams, maintain and ensure constructive communications build team morale within individual teams and within the whole organisation in order to enhance a positive working environment.
- Comply with all relevant Save the Children policies and procedures with respect to Code of Conduct, Child Safeguarding, Whistle blowing Policy, Fraud and Dishonesty policy, health and safety, equal opportunities and other relevant policies. Ensure that all staff signs the disclaimer form for receiving, reading, complying the relevant policies and this form is attached in their personal files.
- Perform additional HR related tasks as assigned by the Human Resources Manager

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others  
Future orientated, thinks strategically

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**



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- Develops and encourages new and innovative solutions  
Willing to take disciplined risks


**Integrity:**

- Honest, encourages openness and transparency

**QUALIFICATIONS, COMPETENCIES AND EXPERIENCE**

**Essential**

- Educated to a Diploma level in Human Resource management or its equivalent. Bachelor Degree will be of an added advantage.
- Relevant experience in similar position of not less than 3 years of experience in a reputable firm or organisation.
- Resourcefulness and creativity in order to provide effective and efficient human resources support in terms of services, advisory and guidance.
- Highly developed communication skills both written and verbal in order to establish effective relationships with internal and external audiences.
- Ability to maintain principle of confidentiality
- Knowledge of South Sudanese Labour laws
- Proven ability to work in a multi-cultural environment and respect to diversity attributes with ability to accommodate different staff background in terms of culture, religious, tribes, beliefs, race and age within SCI Code of Conduct



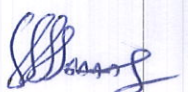


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- Project Management - Understands and utilizes the basic concepts of project management, as they relate to the implementation of a project
- HR Functional Excellence - Able to provide quality advice on broad HR policies, practices and systems independently. Technical experience in supporting recruitment, performance management, capacity building, compensation, HR information,
- Managing Organizational Change - Promotes change initiatives. Learns, applies, and shares new methodologies. Contributes to retreats, team building, and learning needs analysis of clients. Designs and implements OD interventions. Be innovative and encourage clients to explore various scenarios in business modeling as needed.
- HR Policy Acumen - Demonstrates broad knowledge of HR policies and practices and how they relate to other service areas. Uses that knowledge to resolve unique HR issues in a quality and timely manner, drawing on other HR resources as appropriate.
- Staff Development and Performance - Undertakes basic skill / learning needs assessment and design, and implements customized learning interventions
- Staffing, Workforce Planning, and Analytics - Advises and assists managers in staff recruitment, job definition, selection methods, appointment of candidates, staff reassignments, exit strategies and processes
- Staff Orientation - Takes personal responsibility and accountability for timely response to staff queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view.
- Knowledge, Learning and Communication - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner.
- Business Judgment and Analytical Decision Making - Analyzes facts and data to support sound, logical decisions regarding own and others' work.

**OTHER SELECTION CRITERIA**

- Sound knowledge of general HR policies, processes and systems; in depth recruitment knowledge and skills will be of a high priority.
- Demonstrated strong analytical skills; and willingness to work in as TEAM among colleagues.





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- Proven ability to identify and implement business related HR interventions, and ability to maximize the value added resources available within HRS in order to provide high quality services;
- Professional integrity, willingness and flexibility to “roll-up your sleeves” to engage in all aspects of HR work from identification and design to implementation;
- Ability to create trusting working relationships/partnerships within and across units.
- Commitment to and understanding of Save the Children’s aims, values and principles.

**Desirable**

- Willingness of frequent travel to the field

**Code of Conduct:**

Because Save the Children’s work is based on deeply held values and principles, it is essential that our commitment to children right and humanitarian principles is supported and demonstrated by all members of staff. Save the Children’s Code of Conduct set out the standards which all staff members must adhere to:

**FURTHER INFORMATION & HOW TO APPLY:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

*The position must be clearly indicated in your subject-line or envelop.*

**Deadline** for receiving applications is **30<sup>th</sup> March 2017 by 5.00 PM**, via email at: **[jobs.southsudan@savethechildren.org](mailto:jobs.southsudan@savethechildren.org)**

**Or** hand delivered to the nearest Save the Children Office.

**Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.
- Applications once received will not be returned.
- Submit only photocopies of your documents.

