

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

