

JOB OPENING

HR OFFICER BASED IN JUBA, JUBEK STATE.

Job Title: HR Officer

Reports to: Human Resource Manager

Duty Station Juba

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of HR Officer for its program in South Sudan. Under the overall leadership of the HR Manager, at Country Office.

Job Summary: The Human Resource Officer will provide technical expertise on various human resources functions including HR policies and procedures, compensation, benefits, employee and labor relations, performance management, recruiting, and training by ensuring that HR operations & systems are effectively reviewed, implemented & monitored in line with AAH-I policies and standards.

Summary of Duties & Responsibilities

- Take lead in the recruitment and on boarding processes by working closely with line managers on the same.
- Maintain knowledge of legal requirements and government reporting regulations affecting the HR functions and assists in ensuring that policies, procedures, and reporting are in compliance.
- Coordinate annual performance management processes.
- Manage staff data by maintaining updated databases and track staff employment contracts and ensure renewals happen within the set timelines.
- Manage staff leave and share quarterly leave reports with line managers.
- Prepare and submit monthly payroll changes to HR Manager
- Support and coordinate learning and development initiatives to facilitate the building of a competent workforce in line with identified business needs.
- Ensure the smooth transition of staff during the exit process and facilitate the payment of terminal dues.
- Support in the roll out of organisational HR initiatives.
- Maintain staff files (both hard and soft copy).
- Prepare monthly Human Resource reports as required.
- Pay attention to the details

- Process payroll for all the projects
- Any other duties as may be assigned by the line manager from time to time.

Person specifications

- University degree in HR Management, Business Administration, or a related qualification from a recognized institution.
- Minimum 3 years professional experience preferably in a similar position from other INGO.

Skills and Competence:

- Sound knowledge of South Sudan Labour laws
- Excellent inter-personal and communication skills
- Good interpersonal and team skills
- Ability to maintain confidentiality
- Ability to complete a complex variety of tasks in an organized manner and to quickly change and adapt to new priorities
- Ability to communicate with all levels of staff, orally and in writing
- Computer literate with ability to use Microsoft Office packages & any HR management system
- Ability to take initiative and work independently
- Commitment to and understanding of AAH-I's vision, mission and values.

Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to recruitss@actionafricahelp.org to be received by **April 18 2018** the email Subject Line must show the job title of the position and Location. AAH-I is an equal-opportunity employer. Only shortlisted candidates will be conducted.

Note: **This position is open for South Sudanese**