



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JB-2016/20/12/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Human Resource Officer
Report to:	Human Resource Manager
Duty Station:	Juba
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	January, 2017 <i>20th Jan 2017</i>

Purpose of the post

Working under the supervision and guidance of the HR Manager in Juba, the Human Resources Officer will ensure provision of timely and quality support to HR Manager in management of national staff human resources issues. S/he will be responsible for providing support to management of training and capacity building of national staff and management of staff remuneration and other human resources administrative tasks.

Responsibilities and Tasks

Training and Capacity Building

- Support HR Manager in identifying training needs for national staff.
- Support HR Manager in organising and conducting trainings for national staff.
- Ensure up to date training records are maintained.
- Maintaining up to date list of training providers
- Support HR Manager in providing HR technical support to HR Assistant and all Field HR Focal persons

Recruitment and Selection

- Provide support in recruiting, sourcing and identification of talent including proactive discussions for vacant roles with hiring managers in close collaboration with field based HR staff. Support the HR manager by receiving and reviewing all approved RRFs and JDs, initiate recruitment processes; liaise with requesting manager for any discrepancy in the RRF;
- Support HR Manager in drafting advertisements, getting approvals from RRC/Labor, maintaining a register of job applications;

- Supports the HR Manager in preparation of recruitment plan for all positions opened in collaboration with the technical and hiring managers
- Support the organising and coordination of the schedule of interviews with requesting department and field offices, and in administration of tests;
- Assist in performing reference check for potential employees
- Support in providing responsive, high-quality service to candidates including giving feedback after interviews;
- Support in expanding the capacity of hiring teams to identify talent via improved interview skills and ability to respond in a timely manner on critical/emergency needs;
- Assist in development of pipelines , rosters and build strong relationships with potential candidates
- Assist in updating of recruitment tracker and ensure its shared with HR manager for mid-month circulation to hiring managers
- Support HR Manager in liaising with relevant Government agencies on updated Government requirements on recruitment
- Support HR Manager and HR Assistant in ensuring that new staff timely submit complete pre-employment requirements and completion of HR recruitment forms; support in following up with field offices on this task
- Support HR Manager in ensure the completeness of all recruitment documents for new staff.
- Work closely with HR Assistant to maintain auditable employee files for each position for unsuccessful candidates.
- Support the HR Manager in ensuring that the recruitment section of the HR report is updated monthly

Remuneration

- Assist HR Manager and HR Coordinator in maintaining up to date remuneration policies and procedures.
- Assist HR Manager and HR Coordinator in receiving and reviewing of all the payroll inputs and documents against supporting documents from field offices and facilitate the process of their approval at Juba Office level.
- Provide inputs to HR Manager in support of preparation of payroll documents for Juba based staff.
- Support HR Manager in providing timely feedback to field based counterparts on any discrepancies identified in the payroll documents and facilitate the correction of the same;
- Support HR Manager in attending to staff payroll inquiries and liaises with Finance and other units on relevant issues; support in providing advice and support to field offices on related payroll and benefits queries;
- Support HR Manager and HR Coordinator in ensuring that payroll deadlines are adhered to.

Performance & Development

- Assist the HR Manager to track completion of performance evaluation reports and follow up closely with all bases for timely submission of these forms
- Under the guidance of the HR Manager, review the quality of performance objectives and provide support to supervisors on this.
- Support the HR Manager to extract development needs from appraisal documents and follow up with managers in support provided to staff.

Staff End of contract Processes

- Support HR Manager in managing staff end of contract processes including calculation of terminal benefits for all departing staff and in reviewing final settlement documents and calculations prepared by field based staff and facilitate their final review and approval at the Country Office level.

Other responsibilities:

- Ensure bank introduction letters are provided to staff seeking to open up bank accounts.
- Support HR Assistant in maintaining and updating staff timesheet tracker and following up with relevant staff/managers on timely submission of timesheets.
- Any other duties as assigned by the HR Manager.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- At least a Diploma in HR Management or Business Administration;
- At least 2 years' experience of HR and Administrative work;
- Good understanding of the South Sudan labour law
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organisational skills;
- Excellent written and spoken English;
- Strong computer skills particularly Microsoft Office;
- Flexible, ability to work both as an individual and as a team member and under stress;
- Republic of South Sudan national;

Desirable:

- Experience working in the NGO sector
- Fluent in Arabic



Please send a cover letter outlining how your skills and experience meets the Person Specification along with your updated CV to Human Resources department through jobs.southsudan@drc-ssudan.org

OR
Submit your hard copy application to the Human Resource department to the attention of HR Manager at DRC-DDG Office in Juba, located along Addis Ababa road/ NPA (Norwegian People's Aid Main office).

Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop.

Further information

Please note, as this positions is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing deadline, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, and South Sudan NGO Forum website <http://www.southsudannngoforum.org/boards/index.php?board> for other suitable opportunities.

