

Approved  
on 29/03/2018



## JOB DESCRIPTION

**Job Title** Human Resources (HR) Officer

**Department/Business Unit** BBC Media Action

**Reports to:** Country Director, South Sudan

**Contract type:** **National Fixed term, one year**

**SALARY:** Competitive within South Sudan NGO market rates

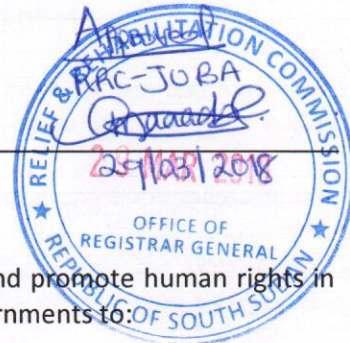
**Dead Line:** 30<sup>th</sup> April 2018 not later than 5:00 PM

This position is based full time in Juba with limited travel to field sites.

### BBC Media Action

BBC Media Action uses media and communications to reduce poverty and promote human rights in developing countries. We partner with civil society, local media and governments to:

- Produce creative programmes based on robust research in multi-media formats which inform and engage audiences around key development issues.
- Strengthen the media sector through building professional capacity and infrastructure.



## 1. OVERALL PURPOSE OF THE JOB

Accountable for day to day running of HR and Operations processes pertaining to staff in Juba and in the field. Working in support of the International Finance Manager and Country Director, this role is responsible for the implementation of BBC Media Action HR Policies in South Sudan and monitoring any changes to the employment law and informing supervisors so appropriate action can be taken and compliance maintained.

## 2. SCOPE OF THE JOB

### 2.1 HR and Performance management.

- Design and implement human resource policy for national staff and updated in accordance with South Sudan Labour Laws.
- Set smart goals, supervise and monitor performance of all national staff.
- Manage performance management appraisal system for staff.
- Assist and advice programme managers in recruitment processes including advertising, interviews, reference checks, offer letters, job descriptions, and contracts.
- Assist and advise international staff in the application of work permits and visas and ensure that information is kept up to date.
- Liaise with and act as the main point person for all communications with the South Sudanese Labour Office and other GOSS authorities on any HR related issues.
- Assist all staff to be aware and comply with various GOSS regulations and requirements.
- Manage and maintain staff attendance records, including sickness and annual leave, preparing this information for management on a monthly basis.



- Maintain and update Personnel files.
- Maintain Employee Database and contact records.
- Maintain records of employment contracts and renewal dates.
- Preparation of staff payroll, and payslips ensuring that all salaries and wages are paid on time.
- Verify staff medical and other claims
- As required, train staff and partners on prudent HR and administrative procedures.
- Any other support required by International Finance Manager and/or Country Director in day to day HR and Operational operations.

### Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self-Development** – Is able to identify and apply opportunities for learning and development.

Send your applications to: [bbc.ma.recruitment@gmail.com](mailto:bbc.ma.recruitment@gmail.com). Please put '**Human Resources (HR) Officer**' in the e-mail title and include your e-mail address and phone number on your CV.

Closing date: Monday 30<sup>th</sup> April 2018 not later than 5:00 PM  
Only shortlisted candidates will be contacted.

DATE OF ISSUE: March 2018

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(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This. not intended to be a complete, detailed account of all aspects of the duties involved.)