



## VACANCY ANNOUNCEMENT

Job Title	HR Officer
Job Location	Juba
Reporting to	HR Manager-Juba.
Posting Date	14 March 2019
Closing Date	27 March 2019

### OVERALL DESCRIPTION

#### General Description of the Program

GOAL, an International Humanitarian Non-Governmental Organization (INGO) with a presence in South Sudan since 1985 and has been responding to the ongoing crisis since 2013; with a focus on responding to needs in health, nutrition, WASH and Food security and livelihood. GOAL in South Sudan imp emergency, early recovery and development focused programs through a multi-sectoral programs approach in all the sites including Greater Upper Nile and Abyei Administrative Area— while our resilience-building programmes in Upper Nile State focus on food security and livelihoods

#### General Description of the Role

The HR officer will be responsible for providing support to the Juba and to other managerial staff in Juba as well as field sites. The job will involve all aspects of HR such as payroll, leave, Timesheet, Recruitment etc. This position demands excellent HR knowledge and strong organisational skills. The incumbent must have good management, interpersonal and organisational skill and the ability to report accurately.

#### Key duties and Roles

- Support HR Manager in the day to day running of the HR department;
- Ensure that all staff abide by GOAL work and ethics policies by ensuring that existing policies are implemented and followed by staffs.
- Support the HR manager and other line managers in HR issues and provides technical advice in line with the Goal South Sudan HR Manual;
- Ensure all recruitment in Juba and at the field sites are carried out in line with the Goal South Sudan recruitment policy as provided in the Human Resource Manual.
- Provide support to Field HR officer and Line managers on the recruitment process, including the drafting and reviewing of job descriptions and Employee Request Form (ERF) and ensuring that ERFs are approved by the relevant managers.
- Ensure that all Employee Requisition forms are tracked on the recruitment tracker before filling.
- Update the recruitment tracker on a weekly basis on the progress of all recruitments that are ongoing as well as asking the updates from the field sites to ensure that all recruitment status are properly tracked.
- Coordinate with the hiring managers and provide feedback to relevant line manager and Area Coordinators on the progress of on-going recruitments at a particular field site.
- Provide support in the recruitment process by ensuring that all vacant positions that needs recruitment have approved ERFs and Job adverts developed and are approved by Labour office

Approved



in Juba and posting vacancies in all the relevant locations including the Ngo forum website plus notice boards.

- Manage all local recruitment: advertising, receiving applications, short listing, scheduling interviews and present as part of the panel at interviews upon request.
- Schedule with the departments the induction schedules of new staffs and if necessary, Conduct HR orientation for all new staff going to the field sites including general training on Administrative Agreement and other policies i.e. Code of Conduct, Whistleblowing, PSEA, CPP, Antifraud and Conflict of Interest
- Process Employee ID cards for any new staff joining and replacement of worn out ID card for existing staffs in coordination with the HR manager.
- With the use of the Personnel file Checklist, maintain complete and detailed HR files for all field staff as per location and ensure all the documents are filed according as per the Personnel file check list.
- Do a file check at least once a month and remind the HRO focal person in the field in case a document any missing in the staff personnel file.
- Do filling for all documents received for all documents received both from Juba and field sites and properly filled in respective staff files.
- In coordination with the HR Manager, follow up on monthly timesheet allocations from the finance department and share with all staffs for preparing timesheet for both International & Local staffs.
- Follow up on monthly timesheets from staffs and ensure that they are free from errors and are properly approved and are filled in the yearly timesheet folder.
- Updating the timesheet tracker for all timesheets that have been processed and received in a month.
- Tracking all staff annual leave that have been taken by staffs in the annual leave tracker
- Process leave requests for staffs and seek approval from relevant Managers and update the leave tracker with days that have been taken. And update the leave tracker with annual leave that have been taken by staffs from the field sites.
- Processing weekly HR reports and share with the HR Manager on weekly basis
- In coordination with the HR manager, prepare staff contracts & Renewals of incoming and existing staffs on agreed terms.
- Facilitate disciplinary proceedings that might have been raised among staffs and ensure that issue is handled in an amicable way without disfavouing any other party.
- Ensure staff benefits claims are processed and settled in coordination with the finance department.
- Preparation of monthly Payrolls in coordination with the field sites and finance department
- **Any other duties that might be assigned by the HR manager**

#### **Job Specifications**

- ✓ Holder of a Diploma or Degree Human Resource Management, Business Administration or Social Sciences from a recognised University/institution
- ✓ Proven experiences of not less than three years is handling HR roles and issues from INGO is preferred
- ✓ Candidate must have adverse Knowledge of Current South Sudan Labour Law is required.
- ✓ Experience in liaising with other organisations and government agencies is required.

- ✓ Fluent in spoken and written English (Arabic an advantage)
- ✓ Computer literate in basic micro soft Packages
- ✓ Excellent Reporting skills is required
- ✓ Ability to prioritise a demanding workload
- ✓ Ability to work with minimal supervision
- ✓ Good inter Personal skills.
- ✓ Able to travel to field sites.

### **Equal opportunities**

GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible however female candidates are encouraged to apply.

### **Child protection**

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

### **Application Process**

Interested candidates who meet the above conditions should forward their CV and covering letter to the Human Resources Manager, GOAL South Sudan Office, Juba Munuki Area or alternatively email your application to: [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.