

Roving Senior Human Resources Officer



Location: Different locations in South Sudan

Overall Purpose: Working as an important member of a diverse team who are committed to serve the World's most vulnerable with practical compassionate care, the Senior Human Resources Officer is responsible for supporting the Human Resources Department.

With a particular focus on recruitment of national staff, on a day-to-day basis this will involve managing recruitment, monitoring staff policy compliance and supporting staff development, and general national staff liaison and well-being with a special focus on providing support for establishing new static project sites and/or closing down project locations.

Major Duties and Responsibilities

Recruitment

- Support Line Managers with NRS recruitment and manage the process, ensuring the whole process is completed in a timely manner and in good communication with line managers and candidates.
- Ensure all positions to be recruited have Job Descriptions (JD) comparable to similar positions within the organisation.
- Support Line Managers develop JD as may be required.
- Ensure timely processing of recruitment requests.
- Ensure government procedures for recruitment are adhered to including obtaining approvals and respecting timelines.
- Create and post informative and attractive adverts.
- Support line management in short listing candidates for interviews.
- Manage the interview process together with the line manager including written interviews.
- Carry out reference checks.
- Document the recruitment process
- Advise the HRM on recommended candidate for offer and contracting.
- Provide feedback to the interviewed candidates.

Keeps Medair updated on legal issues

- Act as liaison between Medair and MoL on recruitment, disciplinary actions and separation of staff.
- Advise HRM and the leadership team on any national law and policy change.

Staff training and development

- Review appraisals and follow-up with line managers on training and development.
- Research and advise line managers of possible development opportunities for their staff.
- Work with Line Managers to plan, implement and evaluate staff development on a systematic basis.
- Support Line Managers and individual staff with enrolment and participation in staff development programmes.
- Develop staff development tracking system, maintain it and report on performance.

Only delegated levels, ensures implementation of policies, benefits and guidelines

- Ensure national staff are aware of policies, benefits and guidelines that apply to them.
- Advise and support line managers on how to apply Medair policies and guidelines.
- Update Line Managers on National Labour Law and Regulations and advise on implications on staff.
- Act as staff liaison with management on issues that need direct management attention.
- Promote collegiality, teamwork and participation among staff members.

Staff Orientation and briefing

- Brief new international staff on the South Sudan Social-Cultural context.
- Orient new national staff on Medair key policies and procedures.
- Walk new Juba based staff of limited literacy through the employment contract and HR documentation in a language they can fully understand before contracts are signed.
- Train and coach newly locally recruited HR Officer

Cover for Line Manager

- While on leave or any other assignment at a delegated level.

Delegated Responsibilities

- Confidentiality of information held on individual staff.
- Work with the relevant colleagues to ensure the HR processes are managed in a timely manner.
- Ensure all employment practices for nationally recruited staff comply with local labour laws.
- Pursue professional development through reading, training and involvement with related agencies.
- Develop professional skills appropriate to job assignment.
- Mentor Junior HR staff in their individual growth plans.

Application deadline: **24th April 2017.**

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position **to:**

Human Resources Department

Medair South Sudan

Theo Road, Hai Tongping

or e-mail: recruitment@southsudan.medair.org