

Friday, February 09, 2018

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

GIZ-Coordination Office, Juba South Sudan

POSITION (1) : Human Resource Officer
Duty Station : Juba
Opening date : 09/02/2018
Closing Date : 01/03/2018



GIZ (German International Cooperation)

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes.

Most of our works are commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

Currently GIZ, Coordination office is looking for a qualified South Sudanese to fill the position of Human Resource Officer to carry out its activities with terms and conditions as below:

A. Responsibilities

Human Resource Officer

- Support head of HR in the day to day running of the HR department;
- Ensure that all staff abide by giz work ethics and policies;
- Support the head of HR and line managers in HR issues and provides technical advice in line with giz South Sudan employment hand book and labour law

The human resource Officer performs the following tasks:

B. Tasks

1. Personnel Recruitment

- Ensure all recruitment in Juba and the field sites are carried out in line with the GIZ South Sudan recruitment policy
- Provide support to project staffs and Line managers on the recruitment process, including the drafting of the JD and Employee Request Form (ERF) and ensure that it's approved by the relevant managers.
- Liaise with the line managers and provide feedback to relevant line manager on the recruitment progress.
- Provide support in the recruitment process for all staff, by ensuring that all vacant positions are approved by Labour office in Juba and posting vacancies in all the relevant locations, including the Website/s.

2. Staff ID, Visa and work permit processing

She/he

- Process an ID for every new staff who is joining GIZ and renew for existing staffs.
- Assisting in renewal of visas.
- Register all staff with Immigration department within 72 hours of their arrival and renew the same on expiry.
- Obtain entry permits for staff arriving in Juba.



- Process work permits for regional staff.
- 3. Personnel file management.**

The HR Officer

- Maintain complete and detailed HR personnel files.
- Uploading all personnel files to DMS

4. Other duties/additional tasks

The Human Resource Officer

- performs other duties and tasks at the request of management

A. Required qualifications, competences and experience
Qualifications

- University degree or Diploma in Business Administration, Human Resource management or relevant field.

Professional experience

- at least 3 -5 years' professional experience in the field of Human resource management or similar position)

Other knowledge, additional competences

- ability to express he/her well both verbally and in writing; polished, target-group oriented style
- very good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Very good knowledge of English and Basic Arabic.
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Application procedures

Applicants should submit their CVs, copies of certificates, cover letters and copy of South Sudanese Nationality Certificate. declaring intention for the position to GIZ-Coordination Office located next to Paradise Hotel and opposite to Juba Town main (Kuat) mosque, Ministries Road, Juba, or by email to HR-Suedsudan@giz.de.

Applications will all be sent not later than 01.03.2018, before 16:00hrs.

Hardcopy applications should be addressed to HR office GIZ coordination office.

Please note that all applications should be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s).

Original documents will only be required for verification during interviews if requested.

NB.

- The position is open only for both internal/external.
- Only shortlisted candidates will be contacted for interviews.
- Read, understand and examine your qualification before you apply.
- Summarize your CV precisely in accordance to the position requirements
- Ensure that your contacts are reachable and that of your referees
- Mark clearly your position of interest as shown on advertisement

