



Hai Mission, Bari Parish Road, Juba, South Sudan
Tel. no. +211921314646, hemurboro@gmail.com

Job Vacancy

Job Title	Human Resource Officer
Country Programme	South Sudan
Location of position	Juba Office
Position Report to	Director
Position open for	South Sudanese
Desired start Date	January 31 st 2018
Closing date for application	December 10 th 2017
No. of position	One

Organization background

The Confident Children Out of Conflict (CCC) is a national organization founded in 2007 as a response to the needs of orphaned, other vulnerable street children and young adult women. Many of these children were staying at the cemetery sites, salakana, gumbo, rakubas, Mahad, Lologo, Korbou..

CCC provides 100 Children with shelter, food and clean water and education and another 766 children at community settings to go to school. These kids are here to be helped to develop, go to school, learn some entrepreneurship skills in order to help themselves, their families and community at large. Without this care, these children would remain on the streets, unproductive, exploited sexually, subjected to early marriages, child labour, trafficking and all sorts of Gender based violence.

Key Roles and Responsibilities

- Participate in the development of CCC specific plans and processes, and lead the delivery of HR operational activities or projects to meet local objectives and support CCC strategic goals, ensuring alignment with wider CCC policies.
- Provide advice to managers and employees on complex issues, understanding their needs and ensuring that HR policies, procedures, processes, systems and tools are available and correctly applied to support them.
- Ensure the effective management of the employment relationship between CCC and its staff, determining conditions of service, contracts and appropriate entitlements, and resolving more complex employee relations issues.



- Manage capability building, working with managers to understand individual skills and business requirements, and delivering development solutions which equip people with the skills and knowledge required to meet current and future challenges.
- Plan and deliver an on-boarding process which ensures new employees have a positive experience of CCC, and are successfully integrated into their new role and the organization.
- Contribute to building and managing talent within CCC, working with managers to understand their needs and planning/implementing solutions to recruit, retain, manage and develop a high caliber workforce to deliver business objectives.
- Deliver organizational design activities that enable senior management to define and organize structures and jobs, and allocate people to the right places in order to improve efficiency.
- Lead and motivate a small of HR staff, monitoring performance, providing coaching, training and guidance to ensure appropriate development and enable high performance.

Performance Review

- Advising and encouraging project managers to set performance review for all their staffs;
- Identify training gaps and establish areas of improvement;
- Set a timeframe for the performance review of each and every staffs based on their set objectives and;
- Provide the outstanding staffs with a word of appreciation/motivation where necessary.

Monitoring and Reporting

- Monitor the accurate and compliant recording of data for all staffs; coordinate and prepare timely corporate statistics and conduct analysis, identifying trends and potential issues and proposing solutions to management, staffs and the stakeholders.
- Maintain and share knowledge of best practice in HR department, and support the development and implementation of new/improved HR systems and procedures to ensure their compliance with the government policies and;
- Perform any other task given by the Executive Directors.
- If you meet the above mentioned requirements, please submit a cover letter indicating daytime contact numbers, copies of your updated CV, South Sudanese Nationality ID Card or passport, Birth Certificate, Academic Certificate, addressing to Human Resource, Department of CCC. If you are submitting your application through email, please submit to hemurboro@gmail.com

Hand delivered applications should be submitted to CCC Juba Office at Hai Mission, Bari Parish Road, Juba Town- JubeK State

Closing date for all applications is December 6th 2017

We appreciate your applications; however, only shortlisted candidates will be contacted for interviews.

Female candidates are encouraged to apply

