



Advertisement for Short Term Human Resources Officer (HRO) – Juba Based

The vision of Norwegian People's Aid (NPA) is Solidarity in Action. We are a politically independent membership-based organization working in Norway and in more than 35 countries around the world. Founded in 1939 as the labor movement's humanitarian solidarity organization, NPA has worked in South Sudan since 1986, and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

Norwegian People's Aid (NPA) South Sudan Program is looking for an experienced Human Resources Officer for four (4) months only.

Purpose of the Position:

The Human Resources Officer (HRO) position is to provide General Support to HR and Admin Department in the absence of the incumbent who is on maternity leave.

The HRO is responsible for following up on monthly time sheets submission and filing. He/she is the point of contact for field offices on timesheets management. The post holder is also responsible for management of staff leaves – leave plans and matrices, updating leave database and flagging out any issues related to leave utilization.

Duties and Responsibilities

- Manages staff leaves/R&R roster for staff across all field locations. Share updated leave databases with management on a monthly basis.
- Monthly follow up of timesheet for NPA program staff across all field locations and alert management of any challenges.
- Review time sheets (monthly timesheet audits) and cross checking that they are coded as per funding matrix.
- Communicate with the field offices on missing timesheets, wrong codings, missing signatures etc. and follow up with HR focal points at field level for corrected sheets.
- Ensure leave forms, timesheets databases are updated monthly as well as the hard copy documents filed as and when received.
- Assist in obtaining Visa's and renewal of permits in the absence of the Admin Officer.
- Assist in preparation of contract renewals and non-renewals including communicating with managers on the actual end dates where necessary.
- Support in staff clearance, upon separation from the organization by ensuring correct leave balances, pending timesheets are submitted, as well as support in review of the exit documents and confirmation of benefits (against start date as per payroll) for payment.
- Personnel file creation, filing and updating documents as and when received.
- Managing HR Archive by ensuring the Archive is clean, files archived on time and well labelled.
- Support the HR/Admin Officer in recruitment and selection processes.
- Prepare staff contracts, deliver for approval and dispatch accordingly.
- Printing, scanning and photocopying HR documents as and when needed.
- Retrieving HR documents from files and Archive as requested.
- Perform any other duties/task assigned by the supervisor.

Desired Qualifications/Skills/Experience

- Diploma in Human Resources, Business Administration or related field.
- A Degree in a Human Resources, Business Administration or related field an added advantage.
- Minimum of **3 years** relevant working experience preferably with International NGOs.
- Good understanding of Human Resource Management Principles, Practice and trends.
- Good understanding of South Sudan labor law.
- HRMIS knowledge and experience a plus.
- Excellent communication and documentation skills
- Good writing skills and Computer literary are a **MUST**.
- Ability and willingness to travel to the field.
- Self-motivated with demonstrated ability to work under minimal supervision.
- Able to meet set deadlines while producing quality work.
- Team player with good interpersonal skills.
- Ability to adhere to NPA core values, code of conduct and Security Guidelines.
- Willingness to perform other duties as requested by the supervisor from time to time.

NPA South Sudan is an equal opportunity employer

One of NPA's overall objectives is to promote gender equality in our organization, and female candidates are encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of none returnable academic transcripts should be submitted to: recruitment-rss@npaid.org

Deadline for receipt of applications is Friday 1st February 2019. Only shortlisted candidates will be responded to.