



Job Advertisement

Human Resources Officer - Maban

Location: Maban, Eastern Nile State, South Sudan

Reporting to: Project Support Manager

Job Purpose: Working as an important member of a diverse team, the Human Resource Officer will support Medair's activities in Maban by assisting in communication to local authorities and administrative HR tasks. With a particular focus on high level archiving regarding nationally recruited staff, on a day-to-day basis this will involve responsibility of archiving, monitoring staff policies, keeping track of deadlines, administration of contracts and documents.

Key Responsibilities

- Maintaining an effective, 100% accurate, hard and soft HR filing system for all employee records and other HR filing as required.
- Assist the Projects Support Manager in the recruitment of local staff.
- Maintain records to ensure performance appraisals of locally recruited staff are conducted within the required timeframe and the necessary paperwork is completed according to the latest guidelines
- Take responsibility for movement of HR related documents including contracts, passports between Maban, Juba
- Ensure timely processing of recruitment requests, incl. issuing of the right JD in conjunction with the relevant manager.
- Create informative and attractive adverts in conjunction with the relevant manager and PSM.
- Participate in conducting interviews for locally recruited staff
- Maintain a data base of applicants for different positions for quick reference
- Support line managers in identifying training needs and provide appropriate training opportunities for staff (either in-house or external).
- Facilitate periodic refresher briefing on Medair Policies and orientation of new policies and procedures to Locally Recruited staff
- Support Line Managers in filing Labour Reports accurately and in a timely manner
- Act as a focal point for communication regarding HR matters to local stake holders like the labour office and the RRC.

Person Specifications

- Diploma in HR Management or Degree in HR field would be desirable
- Capacity to work under pressure, competent with administrative tasks and ability to solve problems
- 3 years of professional experience after qualification
- Previous work experience in HR preferably in NGO or reputable organisation set up
- Fluent in English (written and spoken) and Arabic (spoken)
- Working knowledge of Microsoft word, Excel and outlook email
- Good numerical, communication and report writing skills

Application deadline: 14th November 2016.

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted. Please note that no original documents are required at this stage of application.

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