



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT HUMAN RESOURCES OFFICER 1 Based in Juba

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000-field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is an Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit the ICRC website: <http://www.icrc.org/>

AIM OF THE POSITION

HR Officer 1 is responsible for staff administration within a delegation or sub-delegation. S/he provides HR services in line with the ICRC's and the delegation's policies and the applicable laws and regulations.

Main Duties and Responsibilities:

Project execution and compliance

- Contributes to the execution of HR projects as may be guided by the HR framework.
- Prepares amendment letters (promotions, off-cycle increase, responsibility allowances, etc) for the employees in a timely manner.
- Supports in the preparation of the compliance documents on yearly basis and ensuring they are filed accordingly.
- Establishes close contact with the Labour office and updating the HR department on any public holidays circulars timely.
- Supports in HR presentations on any topics to the staff defined by the line manager / HR Manager.

Recruitment

- Assists in all job advertisements and follows the validation by the labour office before posting externally.
- Helps in pre-screening and longlisting applications before sharing with hiring department.
- Follows agreed procedure to file unselected applications for each position and sends reject letters either electronically, by post or with a telephone call;
- Ensure recruitment guidelines are followed by all stakeholders.

Staff administration

- In charge of timely updating of the warning tracking tool for Juba delegation and the sub structures.
- Is responsible for compiling the warning tracking tool for South Sudan Delegation on monthly basis.
- Updates the warning issued to an employee in Strategic timely under Human Resources portlet.
- Responsible for taking all Personal Income Tax (PIT) remittance documents to the directorate of taxation upon receipt of payment documents from Finance Juba and ensuring the documents are scanned and filed accordingly.
- Prepares payment documents for the ICRC lawyers upon receipt of invoice from respective lawyers.
- In charge of the semi/annual cost of living survey.

Employee and Labour Relation:

- Follow up the requests for termination of employment contracts with the National Labour Office.
- Creates and keep updated the contact list for all HR Interlocutors; Lawyers, Labour officers, PIT State Authorities, etc.
- Ensure familiarity with the labour law and circulars and proactively guides the delegation and sub delegations accordingly.

Only short-listed candidates will be contacted. Application files not returned will not be returned.



Performance Management and development:

- As a performance Administrator responds to queries from staff related to performance management related issues.
- Monitors the Performance management and development (PMD) progress periodically and provides reminders to those have delay in their PMD steps.

HRspace Support:

- Responsible for creation or hiring of new employees of Juba delegation in HRSpace (HR database).
- In charge of renewal of employment contracts of Juba delegation in HRSpace timely with accuracy.
- Ensure all hiring and rehiring exercises are done timely and properly in HRSpace.
- In charge of creation of transferred employees from other sub delegations to Juba in HRSpace.
- Supports in the updates of organizational charts in HRSpace.

Required professional and technical skills:

- Bachelor's Degree, some College Coursework Completed, an Associate Degree or equivalent higher education degree in human resources, secretariat, business administration, management or economics. Post Graduate or master's Degree is an asset.
- 3-5 years' experience in human resources, administration, office or service management, client or public relations, or in a field related to the work of the department
- Fluent with a wide knowledge in English and Arabic
- Expert in computer knowledge
- Skilled in the following competencies: Communication (written & verbal), Negotiation, Representing the ICRC; Planning, Organization & Assessment; Responsibility & Autonomy;

HOW TO APPLY

Interested candidates should submit their application clearly marked “**Human Resources Officer 1 – Juba**” (including including motivation letter C.V. written in English) and copies of certificates at latest **Monday, 13 May 2019** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal, or Bentiu**

or By email to: jub_recruitment_services@icrc.org

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