



World Vision®

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals **(Man or Woman)** who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: People and Culture (HR) Officer
Reporting to: P&C Manager
Location: Juba, South Sudan
Availability: As soon as position

Purpose of the position:

Provide technical support to the People and Culture function with a special focus on National Office HR management processes and systems and communicate World Vision's Christian Ethos and demonstrate a quality of spiritual life that is an example to others.

Major Roles and Responsibilities of the People & Culture Officer

General Administration

- Responsible for the Day to day People and Culture unit operations
- With technical guidance from the People and Culture Manager, Coordinates all recruitments for the national office
- Work with the P&C Manager in the management of staff contracts/renewals/separations
- Responsible for the management of staff personal files
- Coordinates the induction and orientation of new staff; drawing orientation program, informs hiring managers about new hires, etc
- Coordination of recruitment and staffing

Compile Annual staffing plans

- Prepare monthly recruitment plans in line with the annual recruitment plans
- Support recruitment processes in coordination with the P&C Manager and the hiring managers

- Responsible for the coordination of induction and orientation process for new staff
- In coordination with the P&C manager, the role is responsible for managing and tracking staff probationary period

Benefits management

- Ensures staffing changes information is shared with the benefits and payroll Officer in a timely manner (details of new staff shared with payroll officer, staff separations, clearance forms etc.
- Tracks and monitors staff leave utilization for staff without access to Our People. Verifies and sign off staff annual leave, sick, study leave forms etc.
- HR policies, systems, processes and standards
- Supports the P&C Manager in dissemination and communication/interpretation of HR policies, procedures and standards to the staff at the National office
- Ensures that HR standards and processes are adhered to by all staff and management at the National office

Performance management

- Under the guidance of the P&C Manager, coordinate staff performance management program
- Support in building capacity of staff in use of P&C tools; performance tools, training and development, leave application etc.
- Adhere to WVI standard Performance Management timelines and submit Agreements, mid-term and end of appraisal reports to P&C Director

Management of staff information

- Monitor, up-date and manage staff records and provide accurate HR information for management decision making
- Keep an efficient filing system and verify periodically the accuracy of staff information on personal files.
- Ensure employee files are accurate and well managed and always kept under lock and key;
- Management of the staff well being
- Support staff welfare and social activities at the National office
- Support the process of handling staff grievances and disciplinary issues
- Support the implementation of Employee Engagement activities as per the Our Voice Action Plan
- May be called upon to fill in a gap for role of personal assistant to the P&C Director from time to time.
- Reporting: Prepare a monthly report of detailing achievements, challenges, and plans as per established division report writing guidelines

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training

- Minimum of Bachelor's degree in Human Resource Management, Business Administration, commerce (HR option), Organizational Psychology, management science or other related field ;
- At least one year experience in an administrative role ;
- Details oriented and able to multi-task at the same time ;
- Thorough and accurate yet able to complete tasks and meet set deadlines.



- Strong communication skills (both written and oral) – the ability to communicate information effectively ;
- Able to practice gender and cultural diversity ;
- Ability to build collaborative relationships ;
- A passion for achieving quality results and service ;
- *Good oral/written and interpersonal skills;*
- *Able to work on a cross-cultural environment with a multi-national staffs.*

- **Preferred**

Ability to work with people.

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is: 24th May 2018

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.



Approved
15/5/2018
[Signature]



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World Vision South Sudan is now seeking for a qualified and dynamic Individuals **(Man or Woman)** who are willing to share in our vision and promise to Children, to join us in the following role(s):

'Female applicants are highly encouraged to apply'

Job title: Driver
Reporting to: Fleet Officer
Location: Juba, South Sudan
Availability: As soon as position

Position of the position:

The overall purpose of the position is to contribute to health improvement by ensuring that transportation is provided in an efficient and effective way to the project staff, facilitators and materials in order to achieve the project goal in a timely manner.

Major Roles and Responsibilities:

- Provide safe and reliable transportation to staff members and goods within various project sites.
- Driving World Vision vehicles for all official duties while ensuring timeliness and safety and security of the vehicle as assigned
- Maintaining high standards of cleanliness of the vehicle in custody
- Ensuring the vehicle assigned is well serviced and maintained as required.
- Maintaining up-to-date and accurate records of the vehicle logs and other data.
- Detecting and reporting malfunctioning on vehicle systems
- Safeguarding all the contents in the vehicle.
- Reporting any accidents/incidents involving the vehicle in custody.
- Performing any other relevant duties assigned by the Office /Manager
- Provide safe and reliable transportation to staff and goods within various project sites

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

- Possess a valid driving licence
- Have a minimum of three years of experience in this field

- A minimum of Senior 4 certificate and good command of spoken and written English
- Must have a basic mechanical knowledge/training
- Should have good communication skills, be honest, be of high integrity, disciplined committed and punctual
- Ability to work under minimum supervision
- High level of flexibility because this work may require working over the weekend
- Project a neat and professional appearance

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is 24th May 2018 at 5:00pm local time.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

