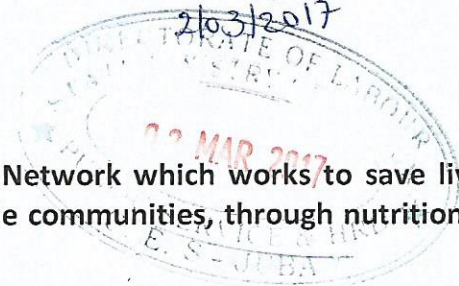




South Sudan Mission

Approved
Jtga
2/03/2017



VACANCY NOTICE

Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **HR Officer (1_Position)**.

Position open date: 1st March 2017

Starting date: 1st April 2017

Duty Station: Juba

VA-2017-9

Objective 1	Overall responsible for Recruitment of National staff in South Sudan.
Tasks & responsibilities	<ul style="list-style-type: none"> • Manage and co-ordinate the recruitment process for new / vacant positions in conjunction with the relevant line manager. • Ensure that recruitment requests have been validated and shared with respective managers on time. • Update recruitment tracker for all recruitments indicating status of each recruitment. • Provide support in the entire recruitment cycle (advertisement, shortlisting, reference check and on boarding) and participate in the interview (panellist) for all recruitments in the mission • Respond to unsuccessful applicants after recruitment • File individual recruitment documents after recruitment. • Liaise with Ministry of labour to ensure that all adverts are approved before advertisement. • Ensure proper procedures of recruiting daily workers are understood and implemented in the mission. • Provide an updated database for daily worker contracts and Community Volunteers
Objective 2	Dissemination of ACF Policies
Tasks & responsibilities	<ul style="list-style-type: none"> • Monitoring the application of HR policies to ensure consistency and transparency; ensuring clear understanding of and application of the policies and government labor law. • Conduct staff training/refresher trainings on all ACF policies, ACF core values, charter of principle etc. • Constantly communicating policies through different avenues both formal and informal to staffs to allow for continued revision; • Ensure newly recruited staff undergo through a thorough induction on ACF risk management policies, staff regulation, ACF Core values and ACF charter of principle • Ensure acknowledgment of receipt from staff who have been trained on ACF policies
Objective 3	Training

Tasks & responsibilities	<ul style="list-style-type: none"> • Support HRCO in conducting Mission training plan • Compile training plans for national staff and share with HR Coordinator • Develop training cost together with the HR Coordinator • Plan for staff training once validated. • Extract and track relevant training information from performance appraisals to support the development of the mission training plan.
Objective 4	Management of employee personnel Files
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensure that contracts, Job descriptions and other recruitment documents filed in individual files. • Ensure that acknowledgement of risk management policies and other internal policies are filed in individual personnel files. • Ensure that all contracts filed and signed by both employer and employee. • Follow up with Field bases to ensure copies of contracts are send back to Juba for filing. • Conduct spot check on personnel files to ensure all documents are filed.
Objective 5	Lead the implementation of ACF performance management system at mission level (national staff)
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensure consistent and successful application of the ACF's performance management system adherence across the organization (10 minutes, 3 month • Create consistent awareness and technical support of appraisal system. • Follow up to ensure that "10" minus conversation, 3-month performance evaluation and annual appraisal are conducted and copies shared with HR for filling. • Ensure that a consistent performance management process is followed throughout the mission. • With support of base HR team, ensure all staff have an up to date performance appraisal • Track the performance appraisal due dates for all national staff and follow up with managers and HR team in the field to ensure they are received and are of good quality.
Objective 5	General support to HR department in the mission
Tasks & responsibilities	<ul style="list-style-type: none"> • Provide support in providing clarification to field bases regarding HR issues. • Field visit to ACF bases once in a month. • Supervision of HR Assistant • Contribute to HR monthly report • Assist in handling day to day HR matters • Provide support in preparation of payroll in the absence of HR Manager • Provide support in updating expat HRIS in the absence of the HR Coordinator • Provide support in updating movement plan •

REPORTING RESPONSIBILITIES

- Daily formats and data gathering, Weekly contribution to project APR
- Monthly field activity report
- Post Distribution Monitoring and Distribution Reports
- Prepare and submit Donor reports to the FSL PM

POSITION REQUIREMENTS

QUALIFICATIONS

- Degree in Human Resource Management.

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none">• Excellent presentation skills• Training experience and good interpersonal skills• Solid experience in Human Resource Management• Minimum 3 years of professional experience in the same field of expertise• Good communication skills (both oral and written) and excellent command of English• Ability to work in a multi-disciplinary and multi-cultural environment• Computer skills-PowerPoint, EXCEL and WORD proficiency is required• Good analytical skills and organizational capacity• Proven experience of recruitment and induction of a diverse workforce• Ability to work under tight deadlines and to share relevant information• Good organizational skills.
PREFERRED	<ul style="list-style-type: none">• Previous experience with NGO or UN agencies• Working experience in remote areas with basic living conditions• Payroll management• Conflict-management and mediation skills•

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "**Human Resources Officer**" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is Tuesday 14th March 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date and applications submitted are **non-returnable**

Female candidates are highly encouraged to apply

