



CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM

JOB ADVERTISEMENT

POSITION TITLE: Human Resources Officer-Duk (1position)
DEPARTMENT: Human Resources
LOCATION: Duk-Poktap, South Sudan
REPORTS TO: FAC/ with technical reporting line to HR Manager-Bor/Designee

ABOUT CRS:

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners' people of all faiths and secular traditions who share our values and our commitment to serving those in need.

JOB SUMMARY:

Provide support to the HR Manager for the setup of strong HR field base support of a CRS RFSP and other programs to ensure efficiency and effectiveness on HR systems and procedures, while remaining legally and in compliant with local laws and CRS policies, including maintaining the agency values.

To implement the employment and staffing policies and procedures of CRS/South Sudan, and contribute to their further development; to collect, maintain and safe-keep required employment records and to support staff and management in HR related matters.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience and Food Security Program** (RFSP) in Bor, Uror, Pibor, Duk, and Twic East.

KEY RESPONSIBILITIES:

Personnel Administration

- Maintain a thorough knowledge of CRS personnel policies and assist the HR Manager in ensuring employee adherence.
- Assist the HR Manager in the interpretation and implementation of the full range of CRS policies and procedures.
- Ensure personnel action documents are complete and assure adherence to highest level of confidentiality
- Ensure timely submission of monthly timesheets.
- Ensure that staff lists are up to date and circulated to the HR Manager on a monthly basis
- Coordinate on the coverage of tasks with the Padiet-based HR Assistant

Recruitment

- Assist in the recruitment processes ensuring compliance to hiring policies and procedures, and that best practice are followed and documented.
- Vacancy posting in internal and external avenue as appropriate.
- Conduct interviews and provide interview outcome summary/report.
- Liaison with potential candidates and assemble required documentation.
- Maintain tracking system of the recruitment process and compile weekly report on recruitment.



- Provide weekly report/update about ongoing recruitment in the field
- Collect and provide new staff required vetting information to HR Bor e.g. date of birth, ID no e.t.c
- Conduct reference check as required
- Conduct orientation of new staff and ensure that new staff are provided with HR forms to sign and are sent to Bor in a timely manner
- Coordinate on the coverage of tasks with the HR Assistant in the field

Salary and Benefits Administration:

- In Liaison with the Field Finance & Administration Officers to ensure that new staff fill in the required forms e.g. bank detail.
- Ensure compliance of all the medical claims submitted.
- Track the medical reimbursements to ensure that the limits are adhered to annual basis.
- Coordinate on the coverage of tasks with the HR Assistant

Contract Management:

- Monitor induction process, ensuring that performance objectives are set and, and that post probation evaluation reviews are submitted on timely basis.
- Prepare/update monthly staff list and submit to the Deputy HR Manager for consolidation on monthly basis.
- Coordinate on the coverage of tasks with the HR Assistant

Leave management:

- Maintain master leave database and ensure timely update of leave forms, in close coordination with field HR Assistant in Padiet.
- Ensure complete documentation for all staff movement for staff going on leave.
- Track all time of leaves, and business days out of Duty Locations in coordination with Field Area Coordinators.
- Coordinate on the coverage of tasks with the HR Assistant

Separation Process:

- Coordinate the exit process and ensure finalization of all procedures and to ensure the documents reach Bor within 1 working day.
- Follow up of employees' final terminal dues if requested.
- Coordinate on the coverage of tasks with the HR Assistant

Duk area Field Support:

- Provide technical support and supervision to field HR Assistant. Act as the primary liaison focal point for all procedural issues in the county.
- Provide support to Duk and Twic field locations with systems and procedures for smooth implementation of CRS policies and procedures.
- Make monitoring visits to Padiet, Pajut, Twic East and Payuel at least on quarterly basis to facilitate trainings and observations of internal controls in Duk and Twic East.
- Coordinate on the coverage of tasks with the HR Assistant

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.



- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

SUPERVISORY RESPONSIBILITIES: Field HR Assistant

KEY WORKING RELATIONSHIPS:

Internal: Deputy HR Manager, Human Resources Officer, Human Resource manager, and Juba Human Resources Teams, all managers and Field Area Coordinators.

External: County government official, local/international NGO offices, UN agencies local and county RRC.

QUALIFICATIONS AND PROFESSIONAL WORK EXPERIENCE:

- Diploma and or equivalent HR qualification
- At least 1-2 years relevant working experience
- Computer literate (Word/Excel/Outlook)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of previous professional experience in keeping confidentiality regarding personnel activities and personnel data including employment documents, salary, evaluation, exit interview, disciplinary documents, and other relevant information.
- Extent of knowledge of organization policies/standard operational rules and procedures and administrative procedures and how to apply these at work place
- Extent of knowledge of organization systems and databases, knowledge of other recording keeping systems or HR applications relevant to HR records maintenance or management
- Extent of commitment and attitude toward work
- Problem solving & analytical skills
- Ability to communicate clearly and concisely both in writing and orally
- Demonstrated ability to work in effectively both individually and in a team
- Ability and willingness to be based/lived in the field and to travel to other field locations within Duk Areas (Payuel, Padiet and Pajut)
- Ability to work with a multicultural team
- Good presentational and representational skills
- Capacity to plan tasks, set timelines and meet deadlines for deliverables
- Proven knowledge of the Labor Laws use in South Sudan
- Proven experience in the following areas;
 - ✓ People management
 - ✓ Relief/Development agency
 - ✓ Advising line managers
 - ✓ Recruitment cycle
 - ✓ Implementing corporate structures, policies and procedures
- Proven experience in administration/ office management



- Budgeting & payroll administration
- Influencing best practice

Application submission:

Interested candidate with the above required qualifications should submit a **Non-refundable** application letter and CV together with the names of three professional referees, to the undersigned not later than **Tuesday July 6, 2017**. Only short-listed candidates will be contacted.

Human Resources Manager (Deng.John@crs.org)

Catholic Relief Service

South Sudan program, Bor Office (or drop at any CRS field Office)

Or

Deputy Human Resources Manager (Peter.Awan@crs.org)

CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation