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THE  
CARTER CENTER



**Job Advertisement**  
**Human Resources Officer (1 Position)**

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Human Resources Officer**, based in Juba, Jubek State South Sudan.

**Title:** Human Resources Officer (1 position)  
**Duty Station:** Juba, Jubek State, South Sudan  
**Duration:** Current- August 31<sup>st</sup>, 2019  
**Closing Date:** February 25<sup>th</sup>, 2019

**Reporting to:** HR Manager

**Job Purpose:** The Human Resources Officer holds primary responsibility is to ensure all the key HR protocols and Policies are implemented in consultation with HR Manager as per The Carter Center Policies and procedures.

The position is predominantly based in Juba and the primary responsibilities of the position are to;

**Key Responsibilities:**

- Management of Field Officer Contracts, data base, Contact list with regular consultation with the HR Manager
- Regularly coordinate with all Field Finance Officers on the Field Officers contracts to track leavers records and new recruits, promptly informing the supervisor
- With support from the supervisor, help in the preparation of induction and on boarding documents for new staff
- Regularly file, update the staff personnel files as per the checklist and ensuring consistency in the file sequence
- Requesting and keeping track of all HR requests for office stationeries whenever Re-order Level is low to be pre-approved and seeking prompt advice for the replenishment
- Support the recruitment process by carrying out specific tasks assigned by the Supervisor such as receipting of applications, sending invitation to shortlisted potential candidates, carry out reference check upon receipt of selection matrix
- Support HRM in carry out day to day Administrative related tasks assigned (RRC Letters, Work permit follow up etc) as may be deem necessary





- Provide general administrative support; scanning, filing, printing of Field Officer contracts and other relevant documents as and when needed for the Program staff
- Other tasks, as assigned

**Person Specifications:**

- South Sudanese National
- Completed college or University with a Diploma in HR or Business administration
- Demonstrated work experience handling confidential information
- Minimum 2-3 years of relevant and practical work experience Human Resources
- Proficiency with Microsoft office products; excel, word, outlook, power point
- Fluency in English and Arabic

**Application deadline: February 25, 2019.**

Only shortlisted candidates will be contacted, applications from **women candidates** are highly encouraged to apply. No original documents are required at this stage.

**For Interested candidates**, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**  
Applications may be submitted either by:

1. E-mail: [recruitment-ssd@cartercenter.org](mailto:recruitment-ssd@cartercenter.org) (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.