

Approval



Implemented by  
**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**WE ARE  
HIRING**

**Position:** Human Resource Professional  
**Project:** GIZ Coordination Office  
**Reports to:** Head of Finance and Administration  
**Contract Duration:** One year with possibility of extension  
**Location:** Juba, with occasional travel  
In South Sudan

### Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking qualified candidates to fill vacant position of Human Resource Professional.

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### Scope of the Position:

- A.** Generally, the Human Resource Professional is the central contact for management and staff for all HR questions, performs his/her duties independently with guidelines defined by the Head of Finance and Administration, and in accordance with GIZ processes and rules. Specifically, recruitment and selection, contract issues and professional development measures. He/she is responsible for implementing HR procedures as required, specifically operational and administrative tasks. Implements national personnel policies in line with local conditions and maintains contact with the National Personnel Team at Head Office. Acts independently and integrates others who have been assigned HR tasks .advises the his/her superior(Director of admin and Finance/Country Director)on questions relating to the thematic area and issues that are relevant to the different groups.assumes conceptual and coordination tasks in HR management on behalf of the Director of Admin and Finance.Prepare solutions for complex issues and fundamental issues relating to the department.Further develops theme and instruments in his/her working area and incorporates these into overall context.

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### Your Tasks

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## B. Tasks

### **Personnel recruitment**

- ❖ The HR professional organises and directs the recruitment and hiring process in accordance with GIZ standards.
- ❖ He/she
- ❖ advises managers on drawing up requirement profiles and formulates appropriate job descriptions in consultation with them
- ❖ grades positions together with the manager based on the profiles developed and sets benchmark values for appropriate remuneration levels in individual cases
- ❖ searches for suitable staff in accordance with the requirements for the positions (identifies existing GIZ HR resources in the country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media)
- ❖ evaluates applications received and shortlists candidates based on the requirements or hiring criteria, obtains references, and conducts preliminary discussions
- ❖ organises personnel selection (e.g. applicant interviews) and advises, if necessary, on selection
- ❖ notifies unsuccessful applicants, documents the selection process, archives the documentation and enters the data in existing HRM systems.

### **Conditions of employment and HR support**

- ❖ The HR professional ensures contract processing and assists staff on all HR matters.
- ❖ He/she
- ❖ determines the appropriate contract based on national labour law and the material and formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.)
- ❖ draws up the employment contract based on the standard GIZ contract, local hiring conditions and the contents of the advertisement
- ❖ deals with all other organisational and administrative stages in processing, e.g. monthly update of entries in SAP-HR database for national personnel
- ❖ maintains information on hiring conditions for national personnel (remuneration

system, salary groups, model job descriptions, labour law etc.), updates this and informs managers accordingly.

- ❖ ensures that payroll functions smoothly.

### **HR instruments and procedures**

- ❖ In consultation with the manager, the HR professional coordinates the key HR processes, including HR and competence development, staff evaluation and human resources management (HRM). He/she identifies current issues and problems and formulates appropriate proposals for HR instruments and procedures in accordance with the national personnel policy.
- ❖ The HR professional
- ❖ is responsible for implementing and complying with GIZ's national personnel policies and puts in place the corresponding HR instruments and procedures
- ❖ implements HRM for national personnel (e.g. enters competences, plans availability for assignment, considers staff for vacancies, advises, organises and implements professional development measures)
- ❖ develops information material for new staff
- ❖ writes and updates the employment manual with relevant documents on current hiring conditions. In this context, he/she consults a lawyer specialising in labour law.
- ❖ develops human resources instruments and procedures (e.g. staff assessment and development talks, bonus systems, development plans) in consultation with the country director and assists in their implementation
- ❖ organises the evaluation process (information on schedule for staff assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.)
- ❖ plans and organises training measures, including induction event for new staff, and advises managers on further training measures
- ❖ checks the names of national personnel against the sanction list
- ❖ networks with the national personnel help desk at Head Office and the other HR specialists in the region to share experience on good practices.

### **Other duties/additional tasks**

- ❖ The HR professional
- ❖ performs other duties and tasks at the request of management

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### Your Profile

- ❖ BA/MSc in business administration, university degree in law, economics or sociology (if possible, with a focus on HR management) or similar area
  - ❖ familiar with HR procedures
  - ❖ good knowledge of national labour and social law
  - ❖ experience in advising on HR issues
  - ❖ impressive track record in a service provider and governance role
  - ❖ very good knowledge of the European language widely used in the country, ideally a knowledge of German
  - ❖ awareness of how to handle HR issues appropriately (confidentiality, data protection)
  - ❖ willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- Professional experience**
- At least 5-7years' professional experience in a comparable position
- ❖ **Other knowledge, additional competences**
  - ❖ good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)

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### How to Apply

Applicants should submit their CV and cover letter declaring interest for the position to the GIZ-Coordination Office through GIZ recruitment portal. <https://www.giz-jobs.com/southsudan/#id=d1045e6e-f65f-4046-9994-8a499850e4be>

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

**The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.**

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**Opening Date: 22/07/2024**

**Closing Date: 09/08/2024**