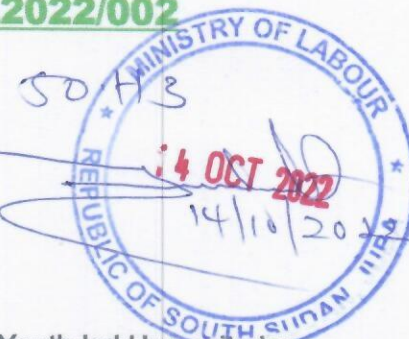


## Call for Applications YSAT/JB/CFA2022/002

**Job Title:** Human Resource Officer  
**Duty Station:** Juba Base  
**Reports to:** Program Manager  
**Position Open Date:** 14<sup>th</sup> /Oct/2022  
**Closing Date:** 27 NOV 2022  
**Expected Start Date:** As Soon As Possible  
**Contract Duration:** 3 Months (possible extension)



Youth Social Advocacy Team (**YSAT-South Sudan**) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroots communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. **YSAT** currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

**YSAT South Sudan** with funding from Dan Church Aid (DCA) implements an Integrated Youth Empowerment and Peace Building Project of "*Building Resilience and Social Cohesion through Youth Engagement in Entrepreneurship and Peacebuilding in Magwi County*" and wishes to recruit a highly competent, proactive, and self-driven individual for the position of **Human Resource Officer – Juba Office**

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

### Purpose of the position:

The Human resource officer is responsible for effective, efficient HR service for YSAT South Sudan. HR will lead the HR cycle that is recruitment, new-employee orientation, performance management, employee relations, staff benefits & payroll, HR database management, staff training and development. S/he will ensure that YSAT South Sudan HR Programs are implemented in compliance with Labor Laws of South Sudan/Employment Act and YSAT HR policies and procedures. HR Officer will provide organizational development and capacity building support to YSAT's local implementation partners in the areas of HR systems development and staff training

The HR Officer leads the South Sudan HR team and ensures that individual performance objectives are developed, constructive and timely performance evaluations are provided, facilitates learning and development opportunities, and oversees daily workflow of the HR department

HR Officer laisse with the Uganda HR team to ensure the Country Office HR programs are aligned with Uganda office policy and standards

### Duties and Responsibilities

#### Department Management

- Provides day-to day direction in all aspects of HR management including management of foreign and National employees
- Responsible for reviewing of HR guidelines, policies, and procedures



- Serves as the designated HR elements for emergency response, staff safety and security
- Develops and implements HR elements for emergency response, staff safety and security
- Responsible for management and timely action for employment contracts, and benefits administration for South Sudanese
- Perform any other duty as will be assigned

### Recruitment

- Establish and manage effective and transparent recruitment system and processes enabling YSAT attract and recruit qualified candidates in the timely manner
- Collaborate with hiring managers and manage the recruitment process
- Advertise vacant positions, maintain a data bank of received applications, prepare shortlists of candidates, conduct interviews in liaison with hiring managers
- Conduct reference checks for successful candidates and provide documented reports
- Plan and conduct orientation for new staff
- Prepare employment contracts and facilitate probation period/evaluation
- Liaise with relevant government agencies and other stakeholders on employment related issues
- Ensure new employees submit on time complete pre-employment requirements and forms
- Develop job descriptions for new positions and update existing ones as necessary
- Prepare recruitment reports



### Staff Benefits & Payroll Management

- Ensure the Country Office compensation and benefits package is regular updated and understood by all staff
- Manage staff benefits in line with the HR Manual and compliance with South Sudan labor laws
- Preparing monthly payroll amendments memo and coordinating the monthly payroll with Finance Office
- Support Finance and Admin Team during salary payments and ensure payment slips are issued monthly
- Oversee other staff welfare and social activities in the Juba and Field Offices

### Staff Database Management & Filling

- Lead the implementation of new HR information system (SAGE) and ensure regular maintenance for data accuracy, and security
- Maintain organized physical filling system of employee personnel files as per the HR handbook for all staff
- Maintain leave records and updating leave tracker
- Ensure that staff employment contracts are up to date
- Prepare regular HR Reports
- Conduct the HR File Audit Checklist on quarterly basis to ensure that personnel files are complete, organized and secured.



### **Staff welfare, Disciplinary Action and Grievances**

- Serve as the Country Safety and Security Focal Point ensuring the safety and well-being of YSAT staff and coordinating all health and safety activities
- Plan Annual staff welfare activities geared towards mental health wellness, team bonding and increased productivity.
- Participate in investigation and disciplinary hearings as required
- Advise Managers/Management in dispute and conflict resolution
- Conduct regular staff orientation and training on YSAT's HR program (employee handbook, Child safeguarding policy, Prevention of Sexual Exploitation and Abuse (PSEA), prevention of harassment, code of conduct, etc.)

### **Exit Management**

- Conduct exit interviews analyze findings and submit recommendation to reduce staff turnover
- Facilitate exit clearance in liaison with line managers and other departments
- Liaise with finance team to calculate terminal benefits and issue service certificates.
- Ensure proper documentation of exit protocols and closure of employee files

### **Policy & Procedures**

- Ensure all staff read and understand all policies and procedures, handle any queries regarding the policies
- Provide interpretation and advise to line managers on labor laws application
- Ensure Gender Equality and Diversity policies cut across recruitment policies, workplace policies and succession management
- Establish and/or maintain partnerships with the Ministry of Labor at National and State Level, as well as the NGO Forum HR Working Group among others.

### **Performance Management**

- Advise staff and line managers on YSAT's performance management process and tools.
- Track completion of performance objectives and reviews for all staff and submit regular status updates to the Executive Director
- Ensure that all newly hired staff have completed probationary performance reviews
- Support the Executive Director in supporting talent development and internal career succession.

### **Desired Qualifications/Skills/Experiences**

- Bachelor's degree in Human Resources, Administration, Management or any other relevant field, with at least 3 years in a senior capacity experience at senior level role in a non-profit organization
- Higher Diploma in Human Resource Management with at least 3 years' experience at senior level role in a non-profit organization

- Proven knowledge and direct experience in the following area; recruitment; Compensation and benefits, employee relations and communications, performance management and HR practice
- Thorough understanding of South Sudan labor laws
- Ability to coordinate and prioritize conflicting assignment
- High sense of professionalism and confidentiality
- Tact and diplomacy in handling sensitive issues
- Proficiency in using MS Office packages
- High level of interpersonal and negotiation skills and ability to work as part of a multicultural.



**Other Desirable qualifications Needs**

- Good written and verbal Communication skills
- Experience in quality proposal writing
- Excellent Report writing skills
- Excellent interpersonal and organizational skills
- Knowledge of local dialect within the country and or the region will be an added advantage
- Ability to participate and engage with policy makers at National level
- Prior experience in managing multiple teams simultaneously for effective coordination
- Knowledge in Computer Literacy (MS Office, data base)

**Personal Competencies**

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities, actively make team decisions in the organization to achieve project tasks that contribute to organization’s Vision, Mission, values and goals.

**Work Relationship**

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> <li>• Project Team</li> </ul>	Organization Suppliers
<ul style="list-style-type: none"> <li>• YSAT Magwi Team</li> </ul>	Our Partners (DCA)
<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• YSAT Management</li> </ul>	Other stakeholders at Field Levels (RRC, Local Administration)



### **APPLICATION PROCESS**

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: [recruitment@youthsat.org](mailto:recruitment@youthsat.org) copying [youthsat2017@gmail.com](mailto:youthsat2017@gmail.com)

**Hard copy applications** and CVs/Resume can also be delivered to **YSAT Juba Office** in Tongpiny Near Turkish Embassy from **Monday -Thursday from 9AM - 2PM**

**Deadline for receiving applications Monday 24<sup>th</sup> Day of Oct 2022 at 4:00 PM CAT**

**YSAT is an equal opportunity Employer**, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **South Sudanese** and Foreign Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

**YSAT** is committed to **Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: [complaintsfeedback@youthsat.org](mailto:complaintsfeedback@youthsat.org)

### **Please note:**

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

***Humanitarian Services are Free!***

