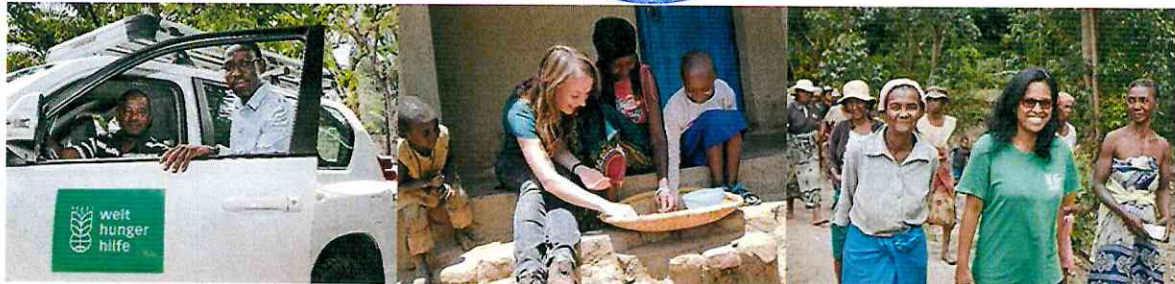




50-H-3
Approved by Seamas Inspector
MoL/RSKT
24/01/2023



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills, and your time? Are you looking for a job that is exciting and has clear goals? Welcome to Welthungerhilfe (WHH) - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "Zero Hunger by 2030" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

Human Resource Senior Officer - (South Sudanese Only)

Based in Juba.

Announcement date: 24/01/2023

Closing date: 10/02/2023

Salary Grade: 5

Contract duration: 12 months. Three months of probation period.

Project background

Welthungerhilfe in South Sudan has been implementing activities in nine locations in the states of Northern Bahr el Ghazal, Greater Equatoria and Unity since 2011, with its programs in humanitarian assistance, rural development, livelihoods, nutrition and food security, and WASH sectors. Currently WHH South Sudan implements projects across five states in South Sudan.

Job purpose:

Based at the WHH Country Office, the main function of the Human Resources Officer (HRO) will be to offer overall support to the HR Coordinator in the daily management of HR functions.

Key responsibilities:

- Assist the HR Coordinator in ensuring advertisement, recruitments, and onboarding of new staff is done according to policy, maintain and update all HR trackers including contracts, leave, movements etc.
- Support in maintaining all staff HR personnel files.
- Submit monthly HR reports to HR Coordinator.
- Maintain staff leaves, overtime and support share relevant HR information including CVs etc.



- Assist in managing proper separation processes up to final settlement.
- Liaise with medical insurance provider to resolve any issues arising.
- Act as focal point, build good and effective relationship with the Ministry of Labour.
- Help in following up performance management processes with Line Managers and staff.
- Any other duties, responsibilities and tasks relating to HR, as may be assigned by the supervisor.

Your profile:

- Diploma/Degree in HR/Admin;
- Strong interpersonal skills;
- Results oriented approach;
- Experience from working as an HR Officer in humanitarian/recovery context;
- Documented results related to the position's responsibilities;
- Fluency in English.

Application procedure:

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION Human Resources Officer (HRO)"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "Questions – Human Resources Officer"

Applications should not reach later than 10th Feb 2023 at 5:00pm

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

