



**Head Office: Jebel Kujur – Next to Toyota Service Center,
P.O Box 308 / +211-927222333
Juba – South Sudan**

EXTERNAL & INTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) and currently operating at Jonlei state, Mingkaman, Maban, Kodok, Malakal, Koch, Pibor, Jamjang, Central Equatoria with coordination office in Juba, South Sudan. With the mentioned field locations, HDC is working with the Refugees, IDS and Host communities to improve their livelihoods of needy people, enable them realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit

JOB TITLE:	Human Resources Officer (1 position)	Duty Station	Juba with frequent field visit
REPORTS TO:	Human Resources Manager		
CONTRACT PERIOD:	6 Months with possibility of extension	Type:	Full-time
DEADLINE OF SUBMISSION:	18 th March 2022		
NATIONALITY	South Sudanese		

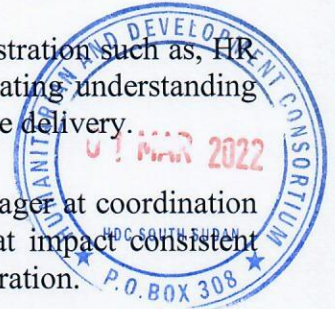
Summary of position

As part of the Human Resources Department, based in the HDC South Sudan, Juba Office, the Human Resources Officer (HRO) will be involved in creating a conducive working environment and will directly implement the following: Contract Management, on boarding, HR Monthly reports, HR audit and any other programs and procedures related to HDC HR Services.

The HRO provides comprehensive HR assistance to implement activities, which will positively impact retention & growth of Humanitarian and Development Consortium {HDC} employees.

The HR Officer

- **Purpose:** Execute tasks in areas of Human Resource and Administration such as, HR data Management, compiling HR Monthly reports and demonstrating understanding of HR processes, systems and approaches that guide quality service delivery.
- **Engagement:** Liaise with staff in coordination office & HR Manager at coordination office on issues of HR related and other operational factors that impact consistent delivery of HR services in the area of Human Resources Administration.
- **Delivery:** Sustains HR standards in the area of contract tracking and follow up, Staff Movement, HR Audits and record keeping services by complying with Humanitarian and Development Consortium (HDC) values, ensuring deliverables are timely and of quality. Reconciles inconsistencies in HR information and addresses conflicting priorities while working with a diverse workforce, analysing trends, suggesting and implementing effective solutions.



Duties and responsibilities

1. Recruitment

- The HR Officer support and provide guidance on recruitment processes and general recruitment and selection advice.
- Advise on the advertisement platform for posting of the job vacancies and for candidates to make on-line job applications.
- Arrange for the shortlisting meeting with hiring manager to ensure the requirements are met by the shortlisted candidates.
- Arrange interviews, schedule and invite the candidates for interview sessions.
- Acting as a formal contact for queries.
- Communicate the outcome of interviews/ selection to successful and unsuccessful candidates.
- Conduct reference checks and follow up with outcome and inform the hiring manager.
- Liaise with HR manager to issue a job offer letter for employment

2. Contract Management

- Responsible for all aspects of contract management tracking and personnel administration for all HDC employees across the country
- Follow/track and manage Contract tracker to ensure that all contracts are up to date
- Prepare new contracts and contract extensions.
- Maintaining correspondence and documentation related to contracts i.e promotions, change of job title etc.
- Alert HR manager on contracts ending in advance
- Follow up on signed contracts and ensure that all contracts are signed and filled with personnel files.
- Follow up and ensure signed contracts in the field offices are send back to Juba for filing.

3. Travel Management

- Responsible for managing the departure and travels of HDC staff travelling to the field offices and from the field to Juba.
- Builds and maintains a strong line of communication and information exchange with Heads of Departments and staff in regards to travel planning.
- Follow up on the travel requests and ensure that the obtained approval from respective manager.



4. Exit & Departure Management

- Manage, follow-up and administer exit and departures including insuring that all relevant HR forms and administrative documents are completed and filed.
- Ensure all termination documentation are accurately completed before being forwarded to HR Manager.
- Prepare acknowledgement for employees who have resigned.
- Prepare documentation for the employees who are leaving the organization i.e. clearance forms and work certificates.

5. Others HR responsibilities:

- Work closely with HR Manager in preparation of payroll and on benefits (follow up annual leave, salary advance and pending Salary Payment etc.)
- Work closely with HR Manager on benefits for employees i.e. NSIF, gratuity and Final Settlement.
- Responsible for compiling and submitting HR monthly data and narrative report and analysing trends & identifying issues for review.
- Take lead in follow up of employees' timesheets, scanning and filing.
- Promotes a culture of excellence within the organization and upholds the core values of HDC in the day to day work
- All HDC employees are required to engage with and follow the performance management program in place to ensure appraisal forms are completed and filled.
- All other duties as required within the nature and scope of this position

6. Supervisory Responsibilities

- May be required to supervise HR assistant, interns and trainees as the need arises.

7. Requirements:

Required Qualifications and Professional Experience

- Bachelor's degree preferably in Human Resources management or equivalent field.

Required Skills & Competencies

- At least 3 years of professional experience in the area of HR and/or administration with international organisations.
- Must be comfortable explaining complex technical & procedural requirements in straightforward language

- Knowledge of MS Office Suite (high proficiency in Excel). Must be comfortable working with computers with minimal IT support.
- Keen eye for detail and strong proof reading skills.
- Strong self-awareness and commitment towards result delivery and continuous improvement
- Self-motivated.
- Excellent organizational and time management skills.
- Excellent interpersonal and communication skills (written and oral). **Fluent in both written and spoken English.**
- Willingness to travel.
- Willingness to learn and develop skills in training.
- Genuine interest in and commitment to humanitarian principles.
- Ability to work in a high pressure environment, taking initiative & prioritizing multiple tasks with minimal supervision.
- Proven ability to model core HR values of confidentiality, fairness and discretion
- A proactive individual who fits within the culture of the organization while enhancing the value of the human resources function.



INTERESTED QUALIFIED APPLICANTS:

Send the followings in an envelope to HDC office at Rock-city in Juba or send to info@hdcafrica.org before Friday 18th March, 2022 at 5PM

- 1) Cover Letter/ application letter
- 2) Updated CV
- 3) Recommendation Letters from previous employers
- 4) Copies of Education Certificates and National ID

NB: Females candidates are highly encouraged to apply for the positions

BE ADVISED: Do not submit original certificates or other documents. However you may be asked prior to the interview process to bring the original documents / certificates with you for verification. Be reminded that the submitted application documents are not refundable.

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an equal opportunity employer and qualified women are encouraged to apply.