

58-A-3
Approved by Senior Manager,
MOL/RS/J
23/01/2023



Danish Refugee Council
Juba Country Office
Addis Ababa Road, Next to
UNICEF, Juba, South
Sudan



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA 2023/23/01/0003

Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

DRC Seeks to Recruit:

Position Title	Human Resource Specialist - Recruitment
Report to	Human Resource Manager
Duty Station	Juba
Contract Type	Standard
Length of Contract	12 Months
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only.
Advertisement Closing Deadline	9th February, 2023





Overall purpose of the role:

Responsible for the recruitment of national staff as well as building and maintaining a pipeline of candidates for business-critical roles within DRC South Sudan operations. The position is also responsible for documenting the recruitment processes and ensuring compliance with legal requirements including advertisements, follow up with ministry of labour and other local regulations in South Sudan.

Responsibilities:

Responsibilities:

- Draft and publish job adverts in coordination with hiring manager and HR Manager
- Proactive sourcing of potential candidates through various local HR networks,
- Longlisting and pre-screening of candidates in DRC talent recruiting system.
- Scheduling of interviews and preparation of interview packs, including designing interview questions
- Reference checks and drafting letter of rejections to unsuccessful candidates
- Set up a structured and systematic approach to fill candidate pools (of both internal and external candidates)
- Support and contribute to career development and internal mobility.
- Support n HR manager on updating the list of newly hired employees in DRC Dynamics.
- Support hiring managers during the different steps on recruitments across the country
- Ensure proper interview notes are kept in recruitment files and signed by panel members.
- Any other duties assigned by HR manager

Experience and technical competencies:

- At least 3 years of recruitment experience
- At least one year of experience with an international INGO in position with similar roles
- Experience with using social media for recruitment, for instance LinkedIn Recruiter
- Interested in and excited about using technology as a work tool

Education:

- University degree in HR, Business Administration, Marketing or similar
- Certification in the use of personality assessments is an advantage (we currently use Predictive Index)

Languages:

- English (fluent);
- Juba Arabic, a MUST

Key stakeholders:

- HR Manages
- Senior management in country
- Advertising and job portals
- Hiring managers
- Ministry of n Labour

Find the definition of DRC's Core competencies [here](#)

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

Find the definition of DRC's Core competencies [here](#)



	<p>Basic: I master the essentials, but may at times need help from others</p> <p>Advanced: I can work independently at full professional level.</p> <p>Expert: I am the go-to person when others need help.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo. OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position is urgent, applications will reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

