



ACROSS AFRICA DEVELOPMENT ORGANIZATION



## JOB VACANCY

Job Title:	Senior Human Resources Officer
Location:	Juba, South Sudan
Position Reports to:	Human Resources Manager
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Deadline:	June 3 <sup>rd</sup> 2020

### Organizational Background

AADO is an indigenous non - governmental organization legally registered in South Sudan. AADO was established in 2018 by volunteer professionals in South Sudan as a private, voluntary, nonpolitical, and nonsectarian organization. AADO national office is situated in Hai Munuki block C along the Mia Saba road. Our current operations are focused in Eastern, Central, Western Equatorial, Jonglei and Upper Nile State. AADO is responsive, accountable, and committed to sanctity of life and dignified wellbeing for all. We are dedicated to saving lives and relieving suffering through capacity building, emergency response mechanisms, and development programing.

In 2018 AADO opened its operations in South Sudan through partnership with other established organizations, government and county departments, and with network of private sector actors. Critical to its grassroots work is the invaluable collaboration with local and community structures including village health committees, community health and animal health workers, gender and child protection committees, extension workers, and WASH promoters. These structures have enabled AADO to competently provide community-tailored health care services, food security and livelihoods interventions, Protection support, and WASH services to underserved communities.

### Main Purpose of the Role:

The Senior Human Resource will work in close collaboration with the HR Manager and the entire HR team to effectively provide support in areas of payroll management, recruitment and management of personnel files among others.





## **Essential Job duties / Scope of Work:**

- The Senior HR Officer assists in leading the HR Team to meet the organization's expectations for productivity, quality, and goal accomplishment; proactively assist in updating and reviewing performance appraisal systems and processes
- Senior HR Manager assists in coordinating the work of the HR unit by determining priorities, scheduling and assigning work, assigning, reviewing and planning work of others, adapting guidelines to the assignments as necessary.; ensures that the work meets quality and production standards by reviewing the work of others for accuracy and proper completion and monitoring output.
- Recommends the selection of new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees;
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures; ensures legal compliance are in place by reviewing South Sudan Labour laws, National Staff Handbook, and by consulting with local lawyer.
- Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.
- Advises employees and distributes information regarding compensation, policies and procedures; provides assistance and staff support to departments/divisions as requested.
- Senior HR Officer Assists in coordinating, developing and conducting different training and activities in regards to staff capacity building.
- Works with the Senior Management team on resolving difficult employee relations matters, to include discipline/discharge and grievance/appeal procedures.
- Contributes as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for pay check advances, and processing terminations; collaborates with Finance Office to ensure the timely and accurate remuneration of national staff; maintains and updates knowledge/ skills relating to payroll functions.
- Assists in analyzing wage and salary reports and data to determine competitive compensation plan; also assist in developing, maintaining and administering appropriate staff retention strategies.
- Advises management in appropriate resolution of employee relations issues.
- Maintains open lines of communications with all field staff.
- Review of prepared Terminal benefits and Contracts offered.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Ensure all stakeholders (both internal and external to the organization) are attended to promptly, efficiently and compassionately.
- Maintain professional conduct in attitude and performance to ensure professional standards are maintained.





- Takes action during Supervisor's absence and uses initiative and judgment to see that human resource matters requiring attention are handled in a manner so as to minimize the effect of the Supervisor's absence.
- Assists with the implementation and completion of PSEA and Code of Conduct annual refreshers.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within Across Africa Development Organization and amongst beneficiaries served by Across Africa Development Organization.
- Other reasonably related duties as assigned.

### **Requirements**

- University Degree or higher Diploma in Human Resources or any related field from recognized university
- Minimum 3-4 years' experience in Human Resources majorly in Human Resource related or related in a non-profit organization or equivalent experience, training and education.
- Strong organizational, interpersonal, communication and prioritization skills.
- Strong computer skills, Windows MS Office programs, internet/e-mails.
- Ability to remain productive even in pressure environment amidst high workload
- Creative thinker in decision making and a team player.

### **APPLICATION PROCESS:**

Please send a detailed CV and Cover Letter to with the Subject: Senior HR Officer to: **Head of Operation at email, [Shifrah.haidar@gmail.com](mailto:Shifrah.haidar@gmail.com) or [Haidar@aafdo.org](mailto:Haidar@aafdo.org) or Hand Delivered to our Juba Head Office** Located on Mia-Saba road just 5meters between Royal sport betting and JS sport betting during our working hours from 8:00 Am-1:00 Pm or else contact the number: 0927145444 for more information.

### **NB:**

- **The handicaps and Female Candidates are strongly encouraged to apply**
- **Applications not clearly addressed will not be Accepted.**

**Only Shortlisted Candidates will be contacted for interview.**