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15/11/2022



**JAM**  
HELPING AFRICA HELP ITSELF

Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Kaujok.

JAM is seeking a Qualified South Sudanese national for following position:

**Job Title:** Human Resource Officer (1 position)

**Location:** Juba with frequent Travels to Project Field Sites

**Reports to:** Human Resources Manager

### **JOB PURPOSE**

The HR Officer is responsible for coordinating, implementing and monitoring the Human Resources Management functions in JAMSS Office. Providing technical support to the State office Managers and staffs ensuring the local HR staffs are trained, coached and mentored to enable them work independently.

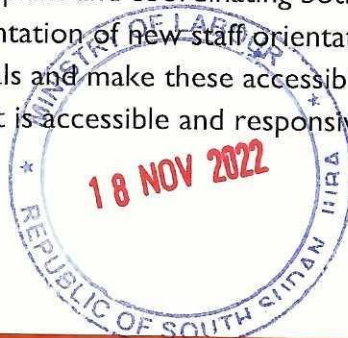
Provide Administrative and Specialized HR Support to HR Manager in Coordination and administration of Human Resource (HR) function for various JAM field projects in South Sudan as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Recruitment and Selection and Onboarding of Staff.**
- Responsible for coordinating and supporting all aspects of the recruitment and selection process of staff in close collaboration with the HR Manager.
- Specific responsibilities include reviewing the job description, local recruitment planning, advertising and short-listing, selection interviews and tests, issuing contracts, sending out regrets.
- Responsible for coordinating orientation & on boarding process on new staff in JAM Juba office and Field Offices.
- Manage Human Resources Information Systems (HRMIS) to ensure that personal data, remuneration, benefits and welfare issues are accurate and complete.



- **Policy Formulation and Dissemination**
- Assist the HR Manager in the implementation of Human Resource Policies and Procedures, and advise or counsel employees on issues related to routine personnel administration activities to include employee attendance, discipline, leave, probationary period, insurance schemes, medical, overtime, etc.
- In conjunction with the HR Manager, revise the Human Resource Management policies .
- **HR Administration and Archives and Record keeping**
- Ensure that personnel records are complete, up to date, filed and kept confidential.
- Keeping accurate account of leave schedules for remuneration related implications
- Prepare the routine HR reports and documents.
- Ensure safe custody of all staff confidential information
- Plan and carry out staff exit interviews
- Covers for Finance and Administrative Officer in the field on HR issues
- Responsible for arranging of visas, work permits and other documentation for ALL international staff.
- Contracts Management and Renewals for all staff.
- Process end of contract notice letters in consultation with the line manager or budget holders;
- Send HR Monthly Report to HR manager
- Time Sheet Tracking and keeping
- Keeping up date records for Audit preparations
- Process Payment for Clausal Workers
- Lead and Plan Schedule for Monday Morning Devotions
- **Payroll Management and Salary administration**
- Oversee accurate, timely and effective administration of staff remuneration (payroll)
- Provide Payroll Supporting documents are review the payroll for accuracy
- **Performance Management:**
- Ensure timely submission of annual appraisals, and new staff on probation.
- **Orientalions and Inducation of new staff**
- Lead the implementation of the Human Resource manual and JAM Code of conduct.
- Ensure the HR processes follow the Government Labor Laws and JAM policies.
- Ensure staff welfare is fostered to the best of JAM South Sudan's ability and within the policy and procedures.
- Educate and guide JAM staff on the relevant operational policies and procedures.
- **Organizational learning, Training, and development**
- Manage the staff training and development function including assessing staff training needs; develop annual training plans and coordinating both internal & external training initiatives.
- Ensure timely implementation of new staff orientation/induction.
- Collate training materials and make these accessible to staff members.
- Ensure that the HR unit is accessible and responsive to staff inquiries.



- Assist in the preparation of employee communication of policies.
- Recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Participate in the conduct of investigations when employee complaints or concerns are brought forth.
- **Grievances Handling Procedures and Disciplinary Hearing System**
- Advise managers and supervisors about the steps in the progressive discipline system of the company.
- Counsels' managers on employment issues.
- Promote adequate health and safety measures, and ensure relevant policies
- **Business Partnerships with Key State Holders**
- Develop and maintain healthy relationships with the government Officials and non-government organizations, Beneficiaries, Staff, Hiring Managers in South Sudan in the field of HR
- Preparing staffing updates and sharing with managers

## Exit and Benefits management

- Carry out staff exit meetings with separating staff and periodically analyze staff exit related information to guide retention initiatives.
- Ensure benefits of exited staff are processed on Timely manager
- Manage employee exit processes (clearance, handover etc) and ensure that the exit process is compliant with applicable labour laws and JAM policies
- Responsible for coordinating clearance and final dues for separating staffs
- Keep records of all exited staff
- Performs other duties as assigned by HR Manager

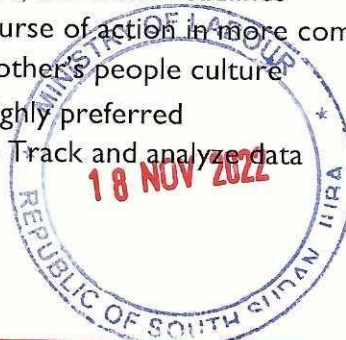
## KNOWLEDGE, SKILLS, AND ABILITIES:

### Qualifications required

- Minimum Bachelor's degree in Human Resources and Business Administration from recognize University.

### Experience required

- Minimum **5 to 7 years'** experience in a senior HR position in an international non-governmental organization
- Ability to work in a multi-cultural team and team spirit
- Highly self-motivated and self-starter
- Ability to pay attention to details and work under pressure.
- Ability to plan, organize, manage time, and meet deadlines
- Ability to determine appropriate course of action in more complex situations.
- Political awareness and respect for other's people culture
- Knowledge of Sudan labor laws is highly preferred
- Good knowledge of Excel Sheets to Track and analyze data



- Excellent skills in problem solving and conflict resolution, crisis management and training facilitation
- Commitment to JAM Core Values, Vision and Mission Statement

**To Apply:** Qualified candidates are encouraged to submit their full CV with a covering letter Hand Delivery to JAM Juba Office At Equatorial Tower 4<sup>th</sup> Floor or by email to [jams.recruitment@jamint.com](mailto:jams.recruitment@jamint.com) please clearly mark the position title. **Deadline for submission: 8<sup>th</sup> December 2022.**

**JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,**

**NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.**

