**VACANCY NOTICE**

|  |  |
| --- | --- |
| Job Title | Human Resource Officer (HRO) |
|  Vacancy |  ONE (1). |
| Location | IAS Country Office- Juba |
| Reporting To | Country Director |
| Job Purpose | The Human Resource Officer is responsible for supporting the Senior Management Team in Performing human resource function, security and administration duties. |
| Primary Working Relations | The Project coordinator, Finance manager and Programme Manager |
| Organizational Overview | International Aid Services (IAS) is an international relief and development organization founded in 1989 with the purpose of assisting people in need. IAS core sectors are Water Sanitation and Hygiene (WASH), Civil Society Development (CSD) and Inclusive Education (IE). IAS South Sudan has field offices in Aweil- Northern Bahr El Ghazal state, Bor- Jonglei state, Yumbio- Western Equatoria State, and Ajoung thok- Unity state. Since 1 January 2019 IAS has merged with Läkarmissionen (LM) and IAS South Sudan is an operational part of LM. The Head Office for the organization is Läkarmissionen in Sweden. For more information about IAS and Läkarmissionen, kindly see [www.ias-intl.org](http://www.ias-intl.org) and [www.lakarmissionen.se](http://www.lakarmissionen.se). |

|  |
| --- |
| Key Duties and Responsibilities |
| 1. Support staff to understand HR processes and policies, ensuring the highest level of compliance.
2. Support the organizational progress towards gender equity and cultural diversity
3. Research and provide data which helps inform the improvement and benchmarking of HR best systems, policies and processes
4. Provide orientation briefing to new staff
5. Coordinate the execution of various or one specific HR occupation (recruitment, job classification performance management, data analytics, learning & development etc.)
6. Assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations
7. Update job descriptions, terms of reference, Key performance indicators (KPI) and submission of personnel requisitions in liaison with Line Managers/Supervisors.
8. Assess training and development needs of staff and recommend cost effective induction and orientation, training, supervision, and support as required.
9. Initiate and Coordinate staff wellbeing initiative such as counseling.
10. Establish and maintain updated personnel files
11. Coordination of staff performance appraisals
12. Liaise with the budget holders to include staff training, security, staff support in all budgets
13. Coordinate staff leave and travels
14. Process staff documents including Visa, work permits
15. Ensure all personnel have received briefing on country or regional security threats, medical and emergency evacuation procedures.
16. Ensure that security measures are practiced and enforced to maintain as possible a safe and secure working/ living environment for staff.
17. Ensure staff know how to identify health risks, how to protect against illness, injury, and stress, and how to obtain support or medical treatment. Support the implementation of a staff wellness Program.
18. Ensure that managers maintain records of work-related injuries, accidents, security incidents and fatalities.
19. Ensure all staff understand individual and collective responsibilities for safety and security.
20. Prepare monthly reports to inform management on the HR occupation.
21. Any other duty as assigned by IAS management.
 |
| Desired Minimum Qualifications/Experience |
| * A University Degree in human resource management is required.
* One year of professional experience in human resource management in an international organization and/or large corporation is required
* Good spoken and written English is essential and Arabic is desirable
* Computer skills in MS word, Excel, power point.
* Previous experience in remote working skills is highly desirable
 |
| Skills/Attributes |
| * Committed to the organization’s Vision, Mission and core values;
* Strong interpersonal skills with the ability to build positive relationships with staff and partners at all levels;
* Proactive and flexible work style with an interest in being part of a very dynamic and demanding team;
* Self-disciplined, high level of integrity, honest, and respect for diversity.
 |
| Job Commitment |
| * **Duration of commitment:** 1 year with a 3 months’ probation period and possibility of extension dependent on performance/ or funding
 |
| Submission of Application |
| * All suitable qualified and interested persons should submit their applications electronically to yona.gibson@ias-intl.org ,
* Please provide the following when applying for this post: 1) Application letter; 2) Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, contact details and names of three references one of whom should be your previous or current supervisor.
* Deadline: 5:00PM, 17-September-2021
* **IAS South Sudan does not refund any expenses in connection with interviews.**
* **Only shortlisted candidates will be contacted.**
 |