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Approved by Senior Inspector,
MOL/RESP
[Signature]
07/08/2024

MINISTRY OF LABOUR
07 AUG 2024
REPUBLIC OF SOUTH SUDAN

Background

Medicaire is Non-Governmental Organization founded by South Sudanese Medical Doctors who come up with the idea of rendering services to the dire community needs. **Medicaire** is officially registered by Relief and Rehabilitation Commission, under Laws of South Sudan, as a non-governmental organization according to NGO Act 2016 Reg. No: 588. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty. The organization focus on providing Health, Nutrition, WASH, Protection and Food Security and Livelihoods. Medicaire is seeking for a qualified South Sudanese National to fill in the position of the Human Resource & Admin Officer to be based in Juba, South Sudan.

IDENTIFICATION	EXTERNAL/INTERNAL
Job Title	HR & Admin Officer
Reports to	Human Resource & Admin Manager
Location	Juba South Sudan
Start Date	02 September 2024
Contract	Short-term contract
Contract duration	1 Year (with possibilities of extension depending on performance and availability of funds)
Level	Only South Sudanese Nationals

Job Summary:

Human Resource and Admin Officer will be responsible for designing and delivering talent and leadership development intervention, supporting executive of business strategies and enhancing business performance. This roles is pivotal in driving a high- performance culture, developing modern and effective talent management and development strategies, and overseeing leaning and development performance management, and talent management function. Additionally, HR & Admin Officer will ensure the enforcement of safeguarding policy, creating a safe working environment for all.



Duties and Responsibilities

- **HR policies and procedures**
 - Develop and implement HR policies, procedures and programs.
 - Ensure compliance with all the applicable employment laws and regulations.
- **Performance Management and Employee Development.**
 - Provide guidance on performance management and employee development.
 - Implement and manage the employee training and development programs.
 - Create and maintain the annual operational plans focusing on resourcing and recognitions.
- **Employee Relations.**
 - Manage employee relations addressing concerns and promoting positive work environment.
 - Handling disciplinary matters and termination processes when necessary.
- **Recruitment and Onboarding.**
 - Oversee recruitment onboarding processes, ensure smooth and efficient hiring experience.
- **Benefits and Wellness.**
 - Administer benefits programs and coordinate the employee wellness initiative.
 - Propose and execute improvement to the benefits program.
- **HR and Administration**
 - Maintain up-to-date HR records and documentation.
 - Ensure the delivery of efficient and accurate HR administration process service through effective leadership and management day-to-day HR service and records.
- **Talent Management.**
 - Develop and implement modern and effective talent and management and development strategies
 - Retain top talent and a strong employer brand and value proposition.
- **Strategic and Alignment.**
 - Collaborate with leadership to align HR strategies with overall business objectives.
 - Act as the custodian of the job evaluation process.
- **Finance Management .**
 - Prepare and implement HR budgets , monitoring and reporting on financial performance.
- **Qualifications.**
 - Bachelor's degree in Human Resource Management.



- Business Administration , Public Administration or Management.

➤ **Experience.**

- At least 5 years of experience HR operational in a local/ international Organization.
- Demonstrated ability to lead and implement HR initiative in continually evolving environment.
- Experience working with big data and effectively leveraging to present insights.
- Proven understanding of HR service management and operational with experience.
- Experience in designing, developing and supporting organization wide talent acquisitions and development programs.
- Experience in rewards systems and providing advice and support on both pay and non-pay issues.
- Knowledge of relevant HR legislations.

➤ **Competencies.**

- Excellent written (report writing) verbal skills.
- Leadership skills and ability to operate at both strategies and operational management levels.
- Fluency in English and local languages an added advantage.
- Coaching and mentorship skills.
- Ability to be productive under pressure.
- Computer skill, excel, words and payroll systems will be added an advantage.

➤ **SAFEGUARDING :**

MEDICIAR South Sudan has a zero tolerance to Sexual Exploitation and Abuse beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the code of conduct, that enshrine principles of PSEA, always(both during work hours and outside work hours). Familiarization with, and adherence to, code of conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Interested candidates should submit their application clearly marked "**HR & Admin Officer-Juba** " (including C.V. written in English) and copies of certificates at latest: **Deadline for Applications: Tuesday, 26 August 2024** to the Medicaire Head office behind Green Rokon, opposite to Eden Technologies either by Hard copies or by email to hradm@medicaire-ssd.org

Note: Medicaire is committed to diversity and inclusion within its workforce and encourages qualified candidates of all genders, backgrounds, and abilities to apply.

Only short-listed candidates will be contacted. Application files not retained will not be returned

