

SD.HR

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27-01-2023



Job Title	Human Resource Officer
Location	Juba:
Starting Date	As soon as possible

1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of multiple clients in South Sudan and East African regions.

ShimaHr consultants is currently seeking to recruit a human Resource Officer for one of her clients that was founded as a regional Developmental and Relief Agency with an emphasis on Mentor-ship Programs aimed at Enriching & Empowering Youth and women with guidance and Knowledge to help them Excel with Ease in life and is focused to achieve these through its wide range of Innovative & Supportive programs and projects in South Sudan.

2. Responsibilities

- Plan, implement and manage the overall Talent Acquisition strategy
- Provide counseling and support on policies and procedures
- Perform duties such as job descriptions, job posting and promotion and hiring analytics
- Create, implement and manage on-boarding plans
- Identify KPIs for HR department
- Plan and implement training programs
- Assist in performance management and employee evaluation
- Maintaining employee records and paperwork
- Adhere to laws and regulations
- Drawing up plans for future personnel hiring procedures and goals
- Support the development and implementation of HR initiatives and systems
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Develop training and development programs
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance



REQUIREMENTS

Knowledge & Qualification

- Bachelor's degree from a reputable institution in Human Resource Management or any relevant subject
- 3-5 years' experience in human resource management field
- Excellent interpersonal and communication skills
- Approachable and supportive manner with good written and spoken English.
- Self-starter, well organized and able to prioritize effectively in order to maintain high service level standards and efficiency.
- Customer Centric & Flexible: focus on employee's needs, is flexible to employee requests.

IT & Equipment

- Proficient using of Microsoft Office (Word, Excel, Outlook) and file sharing software.

Desirable

- Flexible and hardworking
- Able to work under pressure and meet deadlines
- Work under minimal supervision and can achieve set objectives within time frame.
- Exhibit high team spirit and value work diversity to realize results.
- Good knowledge of computer skills
- Ability to plan, organize, execute and account for trainings conducted.
- Comply with all relevant the policies and procedures with respect to child protection, code of conduct, health and safety, security, equal opportunities and other relevant policies



How to Apply:

Interested candidates should submit their application containing an updated CV, Cover Letter, Reference contacts, Nationality ID, Academic documents & relevant certificates to the Human Resource Department by email to Jobs@shimahr.com with the subject line indicating the job title by **5:00pm CAT on 17th February, 2023.**

Note; Only shortlisted candidates shall be contacted for interviews, Only South Sudanese nationals are legible for participating and Female Candidates are encouraged to apply.

