



External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area offices in ten states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal. It also works in partnership with several national organisations and community groups.

Position: Human Resource & Admin Officer

Location: Pibor

Grade & Level: D2 National

Contract Type: Fixed Term

Number of post: 1

Duration of Contract:

Responsibilities

Policy and Employment Law:

- a) Provides interpretation of HR policy and practice to ensure minimum standards are maintained, ensure compliance with local labour law and that best practices are encouraged.



- b) Provides day-to-day advice to the programme teams, on the implementation of HR policies and procedures to ensure compliance and consistency.
- c) Provides Health and Safety advice and proactively carries out risk assessments, including issues around staff health and welfare.
- d) Advises managers and programme teams on the interpretation of the country HR hand book and participates in any necessary reviews of the handbook
- e) Participates in reviews for improving the HR function and systems.
- f) Networks and participates in HR related fora to keep abreast with current HR issues and local practices.

Recruitment

- a) Support the recruitment processes including, placing adverts, dealing with responses and correspondence; ensuring prompt long listing and short-listing; facilitating the interviewing process and taking part in the interviews, as may be required.
- b) Promptly takes up reference checks, initiates pre-employment medical processes, obtains results and advises the respective managers.
- c) Prepares contracts and contracts renewals, and keeps management informed of important dates in staff contracts eg end of contract dates, review dates, etc).
- d) Develops and maintains a recruitment database.
- e) Ensures that all vacancy bulletins are widely circulated among programme teams.

Managing Systems

- a) Responsible for monitoring of Probationary/Review Periods, performance End of Contracts; and handling exit processes
- b) Manages and documents staff holidays, R & R, sickness absences, TOIL and any other attendance related issues.
- c) Maintains an up-to-date and accurate staff database in GOLD.
- d) Ensures that all documentation kept in personal files (paper and electronic) is maintained and archived in a consistent manner in line with minimum standards and data protection regulations.
- e) Advises and supports management in the field on HR systems relating to national staff.
- f) Keeps the organograms up to date and maintains the job profiles database.
- f) Ensures that terms and conditions for all staff fall within established Oxfam GB policy.
- g) Ensures that Exit Interviews are conducted for staff leaving the programme; that all assets and/or documents are retrieved; EOC payments made within the stipulated timeframe; and personal files closed.
- h) Co-ordinates and monitors completion of performance reviews, performance objectives and personal development plans, and ensures that the necessary data relating to these processes is promptly entered in GOLD
- i) Develops and maintains the monitoring systems for the HIV/ AIDS and other workplace policy.



- j) Liaison with the finance department to ensure on time payroll administration, on starters, changes and leavers.

Managing Staff Welfare:

- a) Ensures employee medical records are up to date and maintains confidentiality as part of Oxfam standards.
- b) Ensures that all staff are aware of medical entitlements / services provided and issued with service provider(Signa) cards as per OGB policy.
- c) Responsible for identification of suitable medical providers in close liaison with the Juba Office; manages contracts and SALs with the medical service providers and ensures that a high quality service is offered.
- d) Responsible for the management and monitoring of the medical budget and prompt settlement of medical bills.
- e) Maintains up-to-date medical database in GOLD
- f) Supports the management of Overall Staff Welfare needs in field, including the special needs of Women and staff with special needs.
- g) Supports the Management of the Oxfam Pibor Residence in close collaboration with the Welfare committee.

Managing Learning & Development:

- a) Responsible for organising, co-ordinating and monitoring staff induction and ensuring that the first days for a new staff are well managed.
- b) Ensures that the induction pack is up to date
- c) Develops and maintains a database of training providers and provides information to programme teams
- d) Co-ordinates internal and external learning and development programmes;
- e) Maintains a database of training programmes; and makes periodic updates on progress to management.

Gender and Diversity

- Ensure the implementation of Oxfam's gender and diversity policies in all aspects of human resource policy and practice.
- Alongside safeguarding focal points, supports the efforts of safeguarding, insuring staff are aware of the policies and incorporate them in their daily work.



Skills and Competences:

- Professional qualification in Human Resource Management or Business Management and proven HR experience.
- Previous development or humanitarian work experience, ideally with similar organisation.
- Strong interpersonal skills and the ability to communicate clearly both verbally and in writing, coupled with the professional credibility required to influence and motivate others to achieve results.
- A good communicator with strong written and reporting skills.
- An ability to form good relationships with teams in difficult circumstances and over a short time span to ensure that the HR perspective is taken into account at all levels.
- Flexibility and adaptability approach to work with a willingness to work under pressure in a demanding environment
- Proven ability to plan, organise and prioritise work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of operational priorities.
- IT skills are essential as is the ability to use word processing packages, electronic mail and databases.
- Gender and cultural sensitivity, commitment and an understanding of the values of Oxfam and the principles of equal opportunities.
- Competence in numeracy is essential.
- Fluency in written and spoken English is essential

Deadline for submission of applications is 08 April 2020. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk. or drop hard copies of their CVs to Oxfam Office in Juba/Pibor.

NB: Female candidates are strongly encouraged to apply.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

