

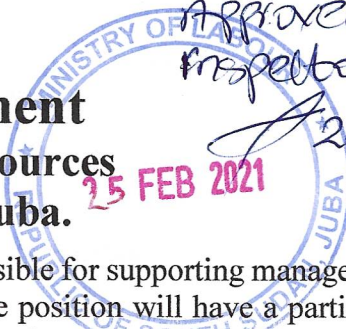


Job Advertisement Senior Human Resources Officer, Based in Juba.

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Approved by
Inspector

25 FEB 2021

25/2/2021



Job Purpose: The Senior Human Resources Officer is responsible for supporting management of all in-country aspects of Human Resources for the programme. The position will have a particular focus on national staff recruitment, staff orientation and training, implementation of policies, benefits, and guidelines, adaptation of a new human resources information system, and other staff support and management tasks.

Key Responsibilities

Recruitment of National Staff

- Together with the line managers, plan, organize and coordinate recruitment processes in a timely manner.
- Ensure all positions to be recruited have Job descriptions with standardization across projects where applicable and support Managers to develop JDs where necessary.
- Ensure government procedures for recruitment are adhered to including obtaining approvals and respecting timelines.
- Create and post informative and attractive advertisements for positions advertised in Juba.
- Screen applications, create shortlists of qualified candidates, and participate in interview panels for positions that are recruited from Juba.
- Manage the interview process in Juba together with the line manager including written interviews
- Carry out reference checks.
- Advise the HR Manager on recommended candidate for offer and contracting.
- Ensure integrity and transparency of the recruitment process by following proper steps and documentation.
- Build a recruitment pool in Juba for quick hires for certain positions.
- Support the process of issuing annual contracts.

Staff Orientation and Training

- Brief new international staff on the South Sudan sociocultural context.
- Orient new national staff on key Medair policies and procedures, and benefits.
- Walk new Juba based staff of limited literacy through the employment contract and HR documentation in a language they can fully understand before contracts are signed.

Implementation of policies, benefits, and guidelines

- Advise and support line managers on how to apply Medair NRS policies and guidelines.
- Update line managers on any relevant changes to the South Sudan Labour Law and Regulations and advise on implications on staff.
- Promote collegiality, teamwork and participation among staff members.

Adaptation of new human resources information system

- Participate in relevant trainings to learn the new HRIS.
- Actively participate in the implementation of the new Human Resources Information System.
- Support on the training of staff on the new system and help promote full adaptation of the new system among staff and managers.



Other Responsibilities

- Cover for the HR Manager when s/he takes leave.
- And other tasks as assigned by the line manager of senior management staff

Staff Support and Management

- Support line managers and staff in the development and implementation of performance improvement plans when necessary.
- Participate in investigations into complaints or code of conduct violations.
- Line manage and the HR Assistant including providing regular guidance and supervision, setting objectives, and conducting regular performance reviews.

Person Specifications

Essential

- Degree in Human Resources Management, Business Administration, Social Sciences or related field.
- 5 years relevant HR experience.
- Good English (spoken and written) and good Arabic (spoken).
- Computer literate with good working knowledge of Microsoft Excel, Word and Outlook.
- Desire to serve others.
- Team-player but also able to work independently.
- Good inter-personal and conflict resolution skills.
- Good administration skills, organized.
- Problem solving ability.

Desirable

- Post graduate in HRM or Business Administration.
- Experience doing staff training.
- Experience with online HRIS systems.



Applications deadline: 16th March 2021

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or : e-mail: recruitment-sds@medair.org. **Due to the Urgency of this role we will be shortlisting applicants on daily basis and might offer the role before the closing deadline.**