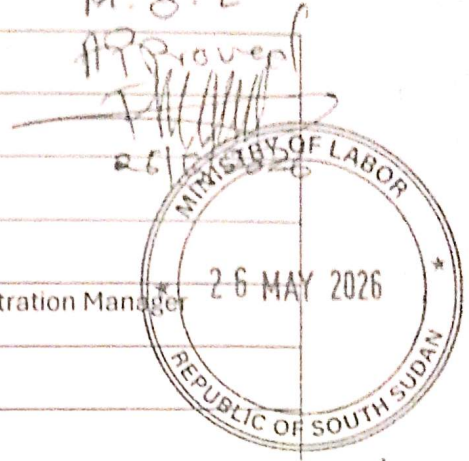




VACANCY ANNOUNCEMENT

SO H.3
M.O.L

Position	Human Resources Officer
Grade/Rank	SF4
Department	Business Support Unit
Office	Juba
Reporting to	Country Finance & Administration Manager
Adm. leader	Country Director
Reporting Lines	None
Internal Work Relationships	Finance Unit Team, Project Staff, Human Resource Officer and Logistics & Procurement Officer
External Work Relationships	Local Partners



Stromme Foundation's vision is a world without poverty, and our mission is to fight poverty by ensuring that all people have equal rights to economic resources, that their basic needs are met, and that they can live a dignified life. Stromme Foundation is a value-based development organization. With the shared deep conviction that all human beings are born free and equal in dignity and rights, SF and all our employees shall strive to approach people with openness and respect, without distinction of any kind, act against injustice and ensure and fulfill human rights for all, and show solidarity and promote the dignity, rights, and development of all peoples. All employees should work in accordance with and adhere to Stromme Foundation's vision and values, Global Strategy, and other core global documents, strategies, policies, and guidelines.

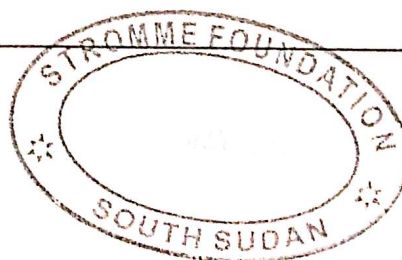
Stromme Foundation is seeking a dynamic, experienced, and agile Human Resources Officer. He or she will work closely within the Business Support Unit to support human resource management functions for the Country Office.

SUMMARY OF THE ROLE

The purpose of the Human Resource officer position is to support the country office in the overall management of the HR function. S/he assists efforts to ensure that people management practices of the country office are of a high-quality standard and that practices support the aims and values of SF, through the provision of professional HR advice and guidance to line managers. S/he will work in close coordination with the Logistics, Security & Administration Officer to support efforts to ensure compliance with all employment-related policies and procedures in line with South Sudan legislation and best practice, through coaching and supporting line managers.



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DUTIES AND RESPONSIBILITIES

Recruitment, Selection, and Placement

- Assist with the coordination and administration of new staff recruitment at the country office. These include preparing candidate information packs (advert, job description, and person specification), CV screening, coordinating the screening of applications, managing interview arrangements, and appointment processes.
- Assist the country office in interview results compilation, selection decisions, and communications.
- Assist in the completion of reference checks and background checks on selected candidates.
- Assist in the offer letter and employment agreement for signature by Country Director, candidate, and others as appropriate.

Payroll, Compensation, and Benefits Management

- Assist in the recording keeping and ensure all employment records are properly maintained in the organization's human resource information system (HRIS) and manual personnel file.
- Assist the Finance Manager in payroll and benefits processing.
- Assist in the preparation of scheduled and ad hoc reports.
- Manage the timely collection of timesheets and accurately report and reconcile them with HRIS records.
- Manage the proper completion of time sheets, both hard copies and soft copies, in accordance with SF data management and filing policy.
- Work closely with Finance to ensure the timely submission of the timesheet for the monthly financial closing.

Performance Management

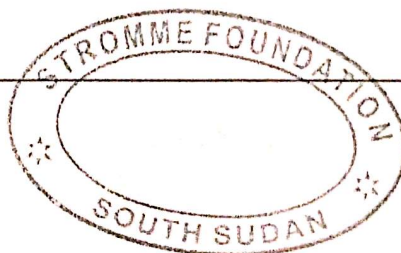
- Support the Country Director in the ongoing plans and implementation of performance management processes in CO.
- Support the Country Director in the timely initiation and completion of periodic performance management calendars.
- Assist the Country Director in preparing reports for management on performance assessment results.

People Development/Talent Management

- Assist the country office in the overall delivery of a training and development program aligned with the business strategy and country office needs.
- Assist the country office in the monitoring, measuring, and reporting on FO staff training and development plans.
- Assist the SF Global HR Forum to support people development and talent management actions in South Sudan

Filing and Documentation of Personnel Records

- Organize, compile, and update personnel records and documentation.



- Maintain scanned copies of HR records and correspondence in designated files (electronic or hard copy).
- Establish and manage new personnel files and record data of all newly recruited personnel.
- Provide personnel files for authorized personnel's reference.
- Manage the removal of inactive HR files
- Assist in the preparation of the recruitment status report and other HR ad hoc reports.
- Assist staff and manage the utilization of the digital HR system (ProPlan) in the country office.

Qualification and Professional Experience

- Diploma/ BA degree in Human Resources Management or other Social Science field
- 2-4 years of relevant work experience for diploma holders
- 1 year of relevant work experience for a first degree
- NGO experience is a plus.

HOW TO APPLY

Interested candidates who meet the above qualifications should submit their applications to Stromme Foundation by **June 20, 2026**, via Visma Recruitment <https://recruit.visma.com/spa/public/apply?guidAssignment=044aab19-9994-48e4-903b-65b03c819895&description=True>. Interested candidates must submit **one (1) page Cover Letter** highlighting why they are the most competent and qualified, together with a **Curriculum Vitae of not more than four (4) pages**. In your CV, with evidence and proof of success, please indicate your achievements in previous work performed. Stromme Foundation will not accept generic CVs that do not clearly demonstrate competence and experience aligned with the candidate's past performance record.

All candidates must include a minimum of three referee contacts (emails, reachable cell phone, and WhatsApp contact) for the following: (1) immediate or current Supervisor, (2) Human Resource Manager, and (3) past direct Supervisor. **Any CV received without this information will not be accepted.**

Click on this link to apply <https://recruit.visma.com/spa/public/apply?guidAssignment=044aab19-9994-48e4-903b-65b03c819895&description=True>

Hardcopy applications should be dropped at the **Reception at Aptech Africa Building, Hai Cinema Road, Juba, South Sudan.**

