

Water
for
South
Sudan



Watering the
Seeds of Change

Job Opening date: August 12, 2022

Job Title: Human Resource Officer

Job Purpose

The Human Resource Officer is responsible for supporting the Management team in performing human resource function, recruitment, scheduling appointments, conducting orientation, maintaining records and information, security and administration duties.

Human Resource Officer plays an advisory role to the Country Director and the Departmental managers on matters related to human resource risk management, internal controls systems and their impact on the overall management and the organization policies.

Hours: This is a full-time job (40 hours per week) which will require additional hours and working on weekends.

Accountability: Human Resource Officer Report to Admin Manager

Key Duties and Responsibilities

- Support the recruitment & selection process in the organization
- Arrange induction and orientation for the new staff and ensure confidentiality of HR records
- Maintain and monitor probation period and contracts end date and Support staff to understand HR processes and policies, ensuring the highest level of compliance.
- Assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations
- Update job descriptions, terms of reference, Key performance indicators (KPI) and submission of personnel requisitions in liaison with Line Managers/Supervisors.
- Assess training and development needs of staff and orientation, training, supervision, and support as required.
- Initiate and Coordinate staff wellbeing initiative such as counselling and coordination of staff performance appraisals review management.
- Liaise with the budget holders to include staff training, security, staff support in all budgets and coordinate staff leave and travels
- Provides payroll information by collecting time sheet and attendance records and Maintains employee information by entering and updating employment and status-change data.
- Maintains quality service by following organization standards and contributes to team effort by accomplishing related results as needed.
- Assist with daily operations of the HR functions and duties and compile and update employee personnel files records (hard and soft copies) and organizing meetings, workshops and all the event in the office.



Water for South Sudan Foundation
Plot #600 Block-E-Extension
Eastern Bank, Wau, WBG,
South Sudan waterforsouthsudan.org
Wau office:
+211916989786
Juba Office: +211917573314
+211920422277

- Facilities the staff flight booking and hotel reservation, alien registration, visa renewing and work permit and Maintains employee confidence and protects operations by keeping human resource information confidential.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.) and deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Ensure all personnel have received briefing on country or regional security threats, medical and emergency evacuation procedures.
- Ensure that security measures are practiced and enforced to maintain as possible a safe and secure working/ living environment for staff and perform other duty as assigned by WFSSF management.
- Assist in performance management processes and support the management of disciplinary and grievance issues
- Maintain employee attendance records according to the policy and legal requirements and review employment and working conditions to ensure legal compliance
- Updating WFSSF policies annually.
- Providing clear polices & Educate the staff of any changes that may occur.
- Work closely with government agencies (National revenue authority & department of Labour)

Required Skills and Experience

- Bachelor's degree or Diploma in business administration, Human Resource management, bachelor in public Administration and finance
- Minimum 2-3 years of relevant experience working in a human resource role
- Excellent written, verbal and interpersonal skills with excellent communication
- Excellent computer skills Proficiency with especially Excel and MS Office, IT and numeracy skills, required.
- Good team player. Flexible and capable of working with multinational country team
- A keen eye for details and desire to probe further into staff related issues

How to Apply

Interested applicants are requested to send updated CV and a cover letter explaining your motivation and interest in the position, academic credentials and national ID to joseph.longar@waterforsouthsudan.org, ajok.amoor@waterforsouthsudan.org and CC: ajang.agok@waterforsouthsudan.org or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and/or WFSS Coordination Office in Juba located in South Sudan Council Of Churches-Ministry Road and reference "**Human Resource Officer**" in the subject line of the email.

Closing date: Friday August 26th, 2022 at 5: 00PM. For direction please call WFSSF on this Number: 0925875000. Application received after this will not be considered. Note, this is a national position and ONLY South Sudanese national qualified women are highly encouraged to apply. Please note that only shortlisted candidates will be contacted and **long-listing will be done on daily bases due to urgent of the post.**



Water
for
South
Sudan



Approved
12/18/2022
[Signature]



Plot No. 600 Block E-Extension
Eastern Bank, Wau
WBG State, South Sudan

**VACANCY: PROGRAM MANAGER JUBA, SOUTH SUDAN
OPEN TO SOUTH SUDANESE NATIONALS ONLY**

Employer: Water for South Sudan (WFSS)
Department: Program
Reporting to: Country Director
Base Location: Juba, South Sudan with frequent travel to field

Water for South Sudan (WFSS) is a nonprofit organization with corporate office in the USA, and an operations center in Wau town. Water for South Sudan drills water wells and provides hygiene education, in three Regions of South Sudan. Water for South Sudan seek a liaison to help coordinate operations and manage the organization's relationships in Juba. This position is open only to South Sudan national.

Purpose: To provide a presence and support WFSS in Juba, handling Program primarily including UN agencies, customs and government relations, grant writing, collaboration opportunities, NGO and WASH-related meetings and provide leadership to staff in Juba as well as Wau. Working hours: This position is full time, with maximum of 40 hours a week.

AREAS OF RESPONSIBILITY

1. Coordination of the program /Leadership

- Program Manager commits to learning more about WFSS, our work, and the WASH sector, and communicates to Country Director to determine areas to study.
- Communicate frequently with Country Director and (any other team member)
- Coordinate with local authorities to obtain all licenses needed for WFSS operation.
- Coordinate with other stakeholders on the ground for smooth, efficient and effective implementation of the activities
- Keep close coordination with contractors through regular meetings
- Attend cluster and other relevant coordination meetings.
- Attend National Directors meeting on behalf of Country Director.

2. Projects

- Guarantee community involvement at all phases of the project (identification, design, implementation, and monitoring) to ensure the development of community ownership for the projects
- Get initial approval for all plans from Country Director and final approval from Upper management before commencement of project implementation
- Prior to commencement of project implementation, complete standard Memorandum of Understanding (MoU) with community representatives and local authorities for each community identified for project activities. Ensure that all elements of MoU are adhered to and report any problems relating to the MoU to WFSS management
- In the exceptional case of highly technical projects, organize a competitive bidding process to select the most qualified and cost-effective contractor as well as manage the contract certifying the quality of the work performed

- Supervise the procurement of any materials needed through a competitive and transparent bidding process following WFSS polices designed for this purpose and together with the logistic officer and warehouse officer to ensures that they are safely stored until they are use
- Conduct regular monitoring of ongoing project activities to ensure that all activities are being executed as per design, specifications and work schedule
- Extend all possible technical support to other team members and contractors when and where required
- Develop relevant communication tools to keep team members, partners and donors regularly informed of progress of activities.
- Represent the organization in meetings, giving talks and presentations when requested by the Country Director.
- Plan and conduct annual needs assessments for each project site, according to WFSS standards and guidelines.
- In consultation with the Country Director and in collaboration with the Projects officers set methodologies, timetables and resources for project evaluations.
- Produce project proposals and reports according to WFSS standards and donor-related requirements (funding proposal / reports) in collaboration with the Country Director.
- Frequently travel to the field, to train and update Project Directors and other key field staff (i.e., coordinators) in project management, compliance, monitoring and evaluation according to WFSSF standards and guidelines as well as suggesting improvements of planning, programming implementation and current processes.

3. Financial management and Administration

- Research funding opportunities for WFSSF, including registration portals
- Regularly monitor project income and expenditure in conjunction with the Country Finance Officer.
- Assist the Country Director in ensuring that projects have enough funding for their implementation.
- Submit, in conjunction with the Country Finance Officer, the annual budget for the projects to the Country Director for approval.
- Provide guidance on financial records
- Handle administrative matters of Juba office
- Ensure compliance with budget line as stipulated in annual budget
- Ensure compliance with tax exempt and customs, legal and regulatory documents, including certificates and licenses
- Overseeing program staffs both in juba and Wau in collaboration with WASH manager

4. External Relations with Donors/customs and Partnerships

- Manage relationships between WFSS and relevant government institutions
- Travel regionally and internationally to participate in grant collaboration opportunities with other partners/donors
- Develop and maintain good relationships and lines of communication with relevant local authorities and communities prior to intervention
- Build strong rapport with the major partners/donors as well as with government counterparts (i.e., line, Ministries).

5. Security?

Acts as security focal point for the organization in juba and report to CD
Selection criteria



Qualifications: Bachelor's degree in Water engineering, Public Health, environmental studies and other related courses with 8-10 years' experience in humanitarian/ NGO work, or equivalent experience. Must have proven communications experience and interpersonal skills, must be self-starter, and have demonstrated ability to solve problems. He/S must have demonstrated leadership and organizational skills and ability to manage and prioritize multiple tasks. Must be fluent in English and local languages.

How to Apply

Interested applicants are requested to send updated CV and a cover letter explaining your motivation and interest in the position, academic credentials and national ID to joseph.longar@waterforsouthsudan.org, ajok.amoor@waterforsouthsudan.org and CC: ajang.agok@waterforsouthsudan.org, lynn.malooly@waterforsouthsudan.org or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and/or WFSS Coordination Office in Juba located in South Sudan Council Of Churches-Ministry Road and reference "**Program Manager**" in the subject line of the email. **Closing date: Friday August 26th, 2022 at 5: 00PM. For direction please call WFSSF on this Number: 0925875000. Application received after this will not be considered. Note, this is a national position and ONLY South Sudanese national qualified women are highly encouraged to apply.** Please note that only shortlisted candidates will be contacted and qualified female are highly encouraged to apply.

WFSSF is an equal opportunity employer.

