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CONCERN
worldwide

Friday, 13th March 2026

VACANCY ANNOUNCEMENT- HUMAN RESOURCES OFFICER X1, NYAMLEL, NBeG

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan. Concern South Sudan is looking for suitable candidate to fill the position of **Human Resources Officer** to be based in **Nyamlel, NBeG State**.

Job Purpose:

The overall function of the HR Officer is responsible for overall management of Nyamlel Human Resources functions in the areas of staff recruitment, staff development, provide guidance to staff on interpretation of policies, focal contact for monthly payroll instructions, reporting coordinating field staff contract renewals, leave tracking and monitors completion of staff performance appraisal and at the same time he/she is also responsible for field related administrative support for office and accommodation facilities including maintenance and provisions of needed

Job Roles and Responsibilities

1.1 Lead and coordinate all NBeG recruitment:

- Review JDs and Staff Requisition Form (SRF) from the recruiting manager is in the right templates and verifying that the role matches Concern grading criteria as per Global Banding Framework and ensure that the role being recruited is placed in the right Global band prior to sending it to Juba for approval.
- Support hiring in coordinating field staff recruitment process and ensure that managers comply of South Sudan recruitment procedures.
- Responsible for the preparation of adverts for NBeG roles for review by HR Manager prior to submission for relevant approval by the State Ministry of Labour and State RRC.
- Once the application deadline has elapsed, prepare the initial longlist of all applicants who meet the minimum requirement for the role advertised based on the longlisting criteria for line manager/HR Manager review prior to final submission to the hiring manager.
- Check and verify the final shortlist from the hiring manager and ensure that the shortlisted candidates have all the legal and relevant requirement to work in South Sudan such as check for consistency against the names provided in the cover letter, CV, education certificates and national ID
- Plan and coordinate logistical arrangements required for interviews including coordinating with field IT Officer to set up laptops for interview, liaise with hiring manager for preparation of interview questions and necessary tests and ensure questions and tests are appropriate for the role being recruited
- Prepare interview schedules, candidates codes and send formal invites to shortlisted candidates for written test and oral interview.
- Prior to the oral interview, share Concern Code of Conduct and Associated Safeguarding Policies with all shortlisted candidates with notification that there will be interview questions on the policies
- Participate in oral interview for NBeG recruitment

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- Prepare interview report for Operations Director and Country Director approval
- Coordinate reference check and CT checks for the successful candidate(s)
- Once the offer has been accepted, prepare contract in consultation with the hiring manager in relation to the contract start date and duration.
- Request IT for email address for all field level recruitment and relocatable staff.
- Prepare induction schedule in consultation with the lead staff involved in the induction and ensure that newly recruited staff receive comprehensive induction.
- Notify unsuccessful candidates once contract has been signed and the staff have been confirmed into the job after successful completion of 3 months' probation period
- Update the recruitment tracker in a timely manner to keep up to date status of role being recruited

1.2 Payroll Management

- Prepare monthly payroll instruction for NBeG staff and submit for review by HR Manager by 10th of every month.
- Ensure that payroll instruction has all the supporting documents like contracts, overtime, including deductions
- Track NBeG salary advance requests for staff and main up to date record for salary advances to ensure we do not miss out on any recovery from staff.

1.3 Contract Management

- Maintain a track record for all NBeG staff employment contracts
- Advise budget holders at least 3 months in advance of contract end dates, to allow sufficient time to serve termination notice where contracts will not be extended
- Maintain records of the signed approval from budget holders for terminations or contract extensions
- Prepare contract extension letters for staff whose contract will be extended.

1.4 Filing of staff correspondences

- Responsible for filing all relevant staff correspondence
- Follow the filing system implemented by Concern Worldwide - hard and soft copies.
- Review NBeG staff files occasionally to ensure that they are up to date
- Maintain confidential, accurate and up to date personal file for NBeG as per the file check list and keep track of any missing documents to ensure completeness of the file.

1.5 Leave Management

- Request managers submit the leave plan for their staff for each calendar year for planning purposes and ensure that there is sufficient cover throughout the year
- Ensure that line managers in the field approved their leave of any type in accordance with our national staff manual
- Remind managers on quarterly basis if staff are not taking leave
- Keep track of all approved leave requests

1.6 Staff Management and tracking of Performance Development Review (PDR)

- Oversee all direct reports like Housekeeper, Gardener and Cleaners by providing guidance and leadership to help them perform their role effectively as clearly outline in their job description.
- Set clear performance objectives for team members, monitor their progress and conduct evaluations, provide constructive feedback and address any performance issues.

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- Facilitate skill development through mentoring and coaching, ensuring staff are equipped to meet their roles effectively.
- Develop and manage leave schedules for cleaners to ensure uninterrupted schedules.
- Coordinate with respective line managers on probation review for new recruits and PDR completion for staff on yearly basis.
- Track PDR completion status for NBeG staff and share the data with HR Manager for consolidation.

1.7 Focal Point NBeG staff Health and Safety

- Ensure compliance of general office health, safety and security as per Concern's guidance and the security Management plan
- Act as the focal contact for staff health related concern raised in the field and the available medical service providers within NBeG.
- Coordinate staff medical referral in coordination with HR Manager
- Liaise with local clinics on the ground to support staff in their access to healthcare.
- Coordinate staff identification cards and medicals cards processing by providing Juba HR team with the relevant supporting documents such as medical application form and soft clear passport size photo for ID processing.
- In coordination with Pharmacy Officer, ensuring that Concern office and residence are fully stocked and in date first aid kit.

1.8 Administrative Tasks

- Ensure efficient office operations by managing day-to-day administrative tasks, including the maintenance of office facilities
- Facilitate the smooth operation of daily administrative tasks to ensure program effectiveness
- Manage administration team members to ensure a clean and safe working environment is provided for the team members.
- provide logistical support for conferences, workshops, and meetings, ensuring all necessary arrangements are in place.
- Ensure that office supplies and stationaries are adequately stocked and available.
- Maintain accurate records and prepare reports related to administrative functions and program activities.
- Manage admin-related service contracts for NBeG

Person's Specification & Education Qualification

- Diploma in Business Administration,

Desired Education.

- Bachelor of Business Administration/ Human Resources, or any related field.

Professional Experience Required.

- A minimum of 3 years of work experience in Human Resources and administrative role, preferably within a non-governmental organization.

Professional Skills and Competencies Required.

- Ability to work under pressure and adapt to changing needs

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- Strong leadership skills, with experience in personnel and team management, mediation, and conflict resolution.
- Capability to work effectively with lower-level staff.
- Proven ability to work independently and take the lead on tasks or projects

Interpersonal Skills.

- Excellent interpersonal and communication skills to engage with diverse stakeholders effectively.

Training Skills:

- Ability to conduct training sessions with staff on CoCC and Associated Safeguarding policies and support staff development.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

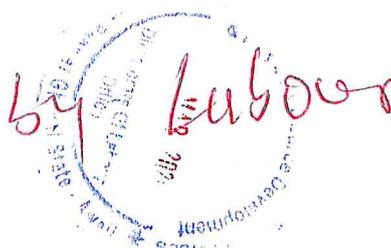
Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC)** with three **Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, Anti-fraud policy, Conflict of Interest and Whistle Blowing Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department at Nyamlel field office (applicants in Aweil)
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)

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- Or send via email to vacancies.juba@concern.net (advert is open from Friday 13th March 2026 to Wednesday 01st April 2026)
2. The position is a local recruitment and strictly open to South Sudanese nationals from Northern Bhar el Ghazal State (NBeG) only
 3. Only shortlisted candidates will be contacted and applications submitted will not be returned
 4. Do complete the summary profile and criminal background check forms when submitting your application

Note: Due to the urgency to have the role filled within the shortest time possible, longlisting will be done on rolling basis, and we may offer the role before the official deadline!

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT
CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE
CELEBRATE DIVERSITY.

