

JD-HS
 09 NOV 2022

Job Title	Recruitment Specialists
Reporting to	Head of Human Resources
Location	Juba
Grade	
Direct Reports	None

1. BACKGROUND

Kush Bank Plc, established in 2012, is a fully licensed commercial bank, capitalized per the Bank of South Sudan requirements. Since commencing operations, the Bank has become recognized as a trusted operator in the financial services sector and a stable partner to clients. We provide innovative and timely solutions to meet the unique requirements of organizations operating within South Sudan.

The bank's mission is to offer a complete financial solution to partners through quality products and services, profitable financing solutions, innovative technology, and a knowledgeable, responsive team.

In the current bank strategy, the envisioned success, expansion, and growth require a functional team whose efforts are complemented by competitive remuneration, employee benefits, and a conducive work environment. Therefore, the Human Resources Management department needs a Recruitment Specialist who will work to fill existing staff vacancies from within and external to the bank by researching potential contacts, and interviewing and onboarding successful candidates.

2. JOB PURPOSE:

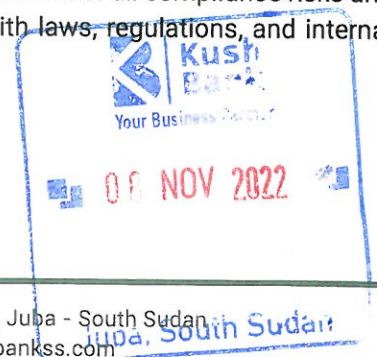
This role is a fundamental component of the Bank's Human Resource Department. It seeks to ensure:

- The development of ideal job descriptions for existing and new roles within the bank
- The bank maintains a pool of qualified candidates to fill crucial roles.
- The bank has streamlined recruitment, onboarding, training and existing process factoring in South Sudan's business environment and labor laws.

3. KEY DUTIES/ RESPONSIBILITIES

Overall, the job involves enterprise-wide coordination of identification and management of all compliance risks and will include propagating, monitoring, improving, and reporting on compliance with laws, regulations, and internal policies, standards, guidelines, and procedures.

Responsibilities under this role include



- a) **Maintaining an effective recruitment process**
- Discussing and establishing qualification requirements and terms and conditions of employment with managers and department heads.
 - Formulating and posting detailed job descriptions for identified vacancies internally and externally.
 - Have a strong knowledge of the hiring requirements for each position and be the effective mouthpiece for what the bank wants.
 - Following up with candidates during the hiring process.
 - Shortlisting qualified candidates and prepping them for interviews by evaluating candidates, assessing their resumes and credentials, conducting a screening interview, and asking important baseline questions that assess a candidate's fitness for the role
 - Working with established interviewing panels to interview candidates on the shortlist to find the best employees for the bank
 - Liaising between candidates and hiring managers.
 - Analyzing recruitment software and the performance of recruitment agencies and recommending improvements or changes.
- b) **Managing an up-to-date database of potential candidates**
- Organizing job listings. Manage all job listings and monitor incoming applications via job boards and websites.
 - Using web-based technology and social media to analyze hiring trends and post job vacancies
 - Maintaining a database of potential candidates for future vacancies.
 - Measuring the results of candidate interviews and job placements using hiring metrics software.
- c) **Supporting the Human Resources Manager**
- Revising HR recruitment policies and ensuring that fair employment practices are implemented.
 - Working with the Human Resource Manager and team leaders to set our career paths and competency development plans for their team members
 - Staff alignment with their current roles and responsibilities to identify and set the right people in their befitting roles
 - Participate in exit interviews to establish improvement areas cited by existing employees.
 - Producing reports on hiring plans and strategies.
- e) **Training & Development**
- Participate in seminars, conferences, and workshops to improve job and industry knowledge
- d) **Any other duties that may be assigned by management.**

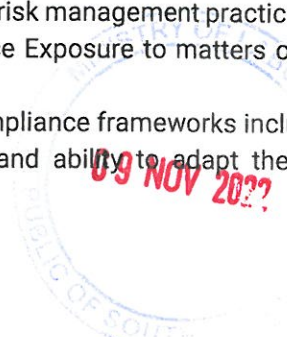
4. QUALIFICATIONS, EXPERIENCE, SKILLS, AND COMPETENCIES

a. Qualifications

- Bachelor's degree in HR, business, psychology, or another related field.
- 3-5 years of experience as a recruiting specialist with a track record of employee placement.
- Demonstrated knowledge of South Sudan labor laws.

b. Experience

- Demonstrated knowledge, experience, and effective application of all relevant laws and regulations and bank policies, guidelines, processes, and procedures and to consistently achieve required compliance standards or benchmarks
- Knowledge and experience in modern compliance risk management practices to initiate and implement tactical changes to support business performance Exposure to matters of Compliance Strategy and related Policy formulation
- Knowledge of the Fintech regulatory, risk, and compliance frameworks including related policies.
- Good knowledge of the best industry practice and ability to adapt these practices to the group environment



c. Competencies

- Commitment to the institution's Vision and Values
- Keep a sharp eye on key players in the industry and always be aware of top talent, and any vacancies in the market.
- Results-oriented with excellent communication and social skills to write interesting listings that encourage applicants to apply.
- Strong organizational abilities
- Working knowledge and experience in recruitment and staff management
- Able to work independently and with minimum supervision
- Planner and implementer with a clear focus
- Ardent team player, mature, reliable, and hardworking.
- Able to establish and maintain effective working relations with people of different cultural backgrounds and languages
- Willingness to work long hours as required to achieve the bank's objectives
- Knowledge of business reporting tools

d. Skills

- Strong analytical, critical-thinking, decision-making, and problem-solving skills in a constantly changing environment
- Highly organized, with an ability to keep records and assess incoming data
- Detail-oriented, paying special attention to each job posting's specific needs
- Respect for compliance and confidentiality
- Excellent communication skills when conversing with hiring teams and potential applicants
- Social Media handling
- A strong networker, with a natural ability to build and maintain professional relationships in a culturally diverse and change-oriented setting with good command of English
- Proactive, Innovative, Creative, and Empathetic
- Competent in the use of standard software such as Word, Excel, Access, and PowerPoint and proficiency in the use of spreadsheets
- Knowledge of Arabic and other working languages is desirable.

This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by November 25th, 2022, through recruitment@kushbankss.com or hand-deliver your application to Kush bank KonyoKonyo Office, Opposite Juba City Council.

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applications will be contacted.

