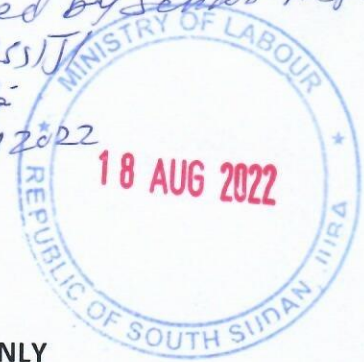




50-H-3  
Approved by Senior Inspector  
MOL/RSSTJ/  
19/08/2022



## JOB OPPORTUNITIES FOR EXTERNAL ONLY

Position Title: **HR Officer**

Report to: Executive Director

Post (1)

Duty station Juba with Frequent visit to field offices.

Contract Duration Six Months renewable subject to availability of funds and acceptable performance.

### Background

Mobile Humanitarian Agency is nonprofit-non-governmental National Organization founded in 2017, and legally registered under Chapter 3, section 10 of NGOs Act 2016. MHA's primary purpose is to safeguard the rights and well-being of conflict-affected communities through provisions of live-saving emergency assistance to the conflict & natural disaster affected population, protection monitoring in the hard-to-reach areas, to ensure people in needs have free and unimpeded access to humanitarian assistance. Our approach was drawn on vast experience in working with existing community-based structures, and we develop a practical and tangible actions that reduce people's vulnerability to violence, abuse, and we help them cope with its impact when it occurs. Our field protection work has been building the activities, and projects specifically to improve safety of civilians through safe programming, which ensures our humanitarian activities do not inadvertently create greater risk to those we are trying to help. MHA has static presence in Leer, and Mayiandit counties in Unity State, and in Pigi/Canal in Jonglei State, and we have dedicated Mobile team covering blind-spot and hard-to-reach locations where is limited presence of humanitarian partners.

### Scope of your work

MHA is looking for a skilled HR Officer who will recruit, support and develop talent through developing policies and managing procedures. He/she will be responsible for administrative tasks and you'll contribute to make the MHA a better place to work. If you are passionate about HR and highly efficient, give us a chance to meet you by submitting your cover letter and CV through address below.





### Job Responsibilities:

1. Posting job ads, screening applicants, administering competency assessments, conduct interviews, checking references, and draft recruitment summaries for submission.  
Manage the roster of staff to ensure that it can meet current and anticipated deployment needs by maintaining regular contact with staff members, identify qualified candidates for anticipated or current deployment requests and monitor their interest in and availability for deployment.
2. Manage the training and career development of staff by improving their skills, enhancing their productivity and quality of work and building their loyalty to the organisation.  
Plan and respond to deployment requests from field offices. Upon receipt of deployment requests, evaluate the deployment requests and terms of reference and compile short-lists of final candidates.
3. Upon selection of candidates from shortlists, ask the candidate salary expectation, making job offers, and hire the selected candidate for deployment.  
Manage the deployment process for selected staff members, including pre-deployment administration, orientation and travel.
4. Participate in the development and delivery of briefings to new staff members, for example; on HR benefits, and employment-related issues.  
Provide ongoing, day-to-day support to deployed staff in respect of any employee relations and administrative issues that may arise during the deployment.  
Liaise with Finance Manager and executive director to address issues related to payroll, mechanisms for providing cash to deployed staff, and the coordination of reimbursements for staff.
5. coordinate orientations and debriefings, and employment related issues for staff in the field, maintaining always a strong partner relationship.
6. Supervise the administrative and logistical aspects of recruitment and deployment.
7. Track the deployment program budget and monitor the day-to-day project implementation to ensure that the project resources are used effectively and according to budget.
8. Work with the project partners on project proposals and budgets, and donor reports.
9. Ensuring accurate and up-to-date maintenance of applicant & employee files and HR databases.
10. Collect, analyse and disseminating project information.
11. Participating in joint evaluation missions in the field.
12. Participate in the planning and execution of in-country training workshops for the staff



## Education and Experience

Bachelor degree in Human Resources, or other relevant areas. Minimum of 5 years' work experience in development.

## Personal Skills

Good relationship management skills. Ability to relate to people at all levels internally and externally with a strong client-service focus. Strong communication skills with the ability to communicate effectively. Able to maintain confidential information.

Proactive, resourceful, solutions-oriented and results-oriented.

Basic understanding of business analysis concepts and best practice.

## Minimum Requirements:

Experience working in an emergency context

Proficiency with Microsoft Word, PowerPoint, Excel and data analysis software platforms.

Ability to work in a team and support concurrent projects/assignments.

Excellent oral and written communication skills in English.

Flexibility and ability to work under pressure and meeting deadlines in changing situations

## Disclaimer Clause:

This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position. **MHA recruitment and selection procedures reflect our commitment to protecting PSNs and vulnerable from abuse and exploitation.**

**"I understand that MHA takes all allegations of abuse and exploitation seriously. Abuse or exploitation of Beneficiaries and children or vulnerable persons is grounds for immediate dismissal."** Interested candidates should send their cover letters, CV with three references names and contact information to [mobilehumanitarianagency@gmail.com](mailto:mobilehumanitarianagency@gmail.com)

by **September 12<sup>th</sup> 2022**, or hand delivery to MHA Office along Juba Nabari/kololo Road near GOAL head office in Tonpiny residential area, addressed to Admin & Finance Officer.

**Only selected candidates that meet the requirements will be notified.**



NB, Due to urgent need to fill in this position, MHA shall review the applications before the deadline!!!

