



50.H.3
"We serve the needs of the most vulnerable"



JOB OPPORTUNITY

The Organisation

Mother and Children Development Aid (MaCDA) is a non-profit making Humanitarian and Development Organization, legally registered and mandated to operate in South Sudan by South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, section 10 of the NGO Act 2016 with registration certificate number 1,447 and 215 respectively. MaCDA implements emergency and development projects in five States of South Sudan. MaCDA is also a bona-fide member of the South Sudan NGO forum. We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

MaCDA is seeking to recruit: -

Job Title: Human Resource Officer

Duty Station: Juba

Reports to: Executive Director/ Country Director

Start Date: 5th March 2021

Number of Positions: 1

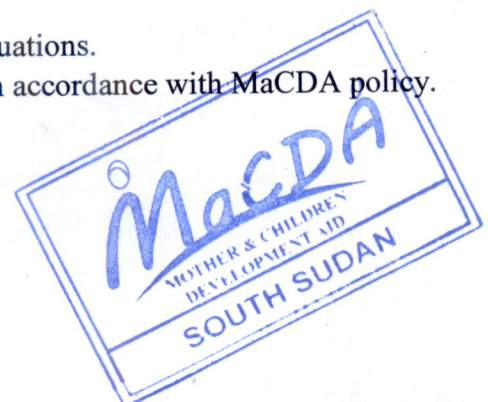
Job Purpose/Objective

The Human Resource Officer will lead and direct the routine functions of the Human Resources (HR) MaCDA including hiring and interviewing staff, ensuring staff welfare is met, oversee workflow, and enforcing MaCDA policies and practices.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in MaCDA.
- Oversees the daily workflow of the MaCDA.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with MaCDA policy.

Duties/Responsibilities:



- Partners with the leadership team to understand and execute the organizations human resource policy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for Officerial, exempt, and professional roles; collaborates with MaCDA Officers and coordinators to understand staff skills and competencies.
- Analyzes trends in compensation and benefits and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with labour laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Education and Experience:

- Bachelors degree or a Diploma in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.

How to apply:



Interested candidates who meet the above criteria should submit applications on email as follows

Email to: nyokasylvijaames@gmail.com

Copy to: skipperkomai@gmail.com

Also, applicants can deliver hand copies to

MaCDA Juba Office

Gudele Road

Along Hai Seminary Gate

Address application to Human Resources Officer

N.B: All applications to be made together with an updated CV and copies of recommendation letters, contacts of at least two referees before **25/03/2021**. Only shortlisted applicants shall be called within a week from the deadline.

