



**Job Advertisement**  
**Human Resources Officer (1 Position)**



**The Carter Center (TCC)** provides Technical support to the Ministry of Health – Republic of South Sudan for the South Sudan Guinea Worm Eradication and Trachoma Control Programs. The Carter Center is currently seeking to recruit a dynamic, qualified, experienced candidate to fill the Position of **Human Resources Officer** with a possibility of retention, South Sudan.

**Title:** Human Resources Officer (1 position), three Month Assignment  
**Duty Station:** Juba and Field Support, South Sudan  
**Duration:** Current- August 31<sup>st</sup>, 2024  
**Closing Date:** April 10<sup>th</sup> 2024

**Reporting to:** Human Resources Manager (Technical Manager)

**Job Purpose:** The **Human Resources Officer**, Primary responsibility is to ensure all the key HR Protocols and Policies are implemented in consultation with HR Manager as per The Carter Center Policies and procedures.

**Key Responsibilities:**

- Management of Field hire records, other administrative support in consultation with the HR Manager
- Field Technical routine Support, working closely with HR Manager to develop field TORs, calendar, offering guidance and timely support to all Technical teams.
- With support from the supervisor, help in the preparation of induction schedule and package for new hires
- Regularly file, update the Staff personnel files as per the checklist, tracker, uploading documents on shared folder, One Drive and HR resources created on cloud ensuring consistency in the file sequence and confidentiality at all times
- Providing weekly and timely report to the supervisor
- Manage in house Training and Performance reviews output, suggesting best practices to Supervisor and advisory note for adoption to help support the staff
- Support Policy reforms, reviewing documentation, HR Surveys and suggesting new ideas for the department.
- Suggest best practices, motivational and reward tools to the supervisor
- Support Placement process by carrying out specific tasks assigned
- Willingness to work long hours, travel to the field sites at short notice
- Provide General administrative Support including incorporating weekly work plans

**Person Specifications:**



- South Sudanese National ONLY
- Completed college or University with a Diploma in HR
- Demonstrated work experience handling confidential information.
- Minimum 2-3 years of relevant and practical work experience in Human Resources
- Proficiency with Microsoft office products; excel, word, outlook, power point
- Fluency in English and Arabic

**Application deadline: April 10, 2024.**

Only shortlisted candidates will be contacted, applications from **women candidates** are highly encouraged to apply. No original documents are required at this stage.

**For Interested candidates**, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**

**Applications may be submitted either by:**

1. E-mail: [recruitment-ssd@cartercenter.org](mailto:recruitment-ssd@cartercenter.org) (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field Hubs located in: Kapoeta, Lafon, Awerial and Rumbek

