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Approved

[Signature]

11/09/2022



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH and Education. Mercy Corps has been implementing project which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities. Mercy Corps has worked to build relationships with local government and other actors, which has enhanced our understanding of local contexts and the multiple stakeholders involved.

Vacancy: (3) HR / Admin Officer

Reports to: Office Support Coordinator

Duty Station: (1 in Bentiu, 1 in Ganyiel and 1 in Koch)

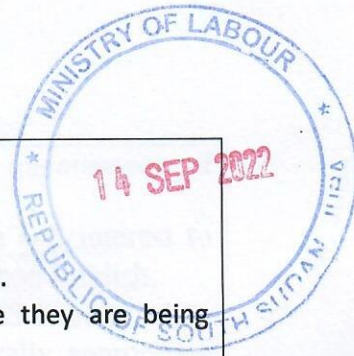
Start Date: ASAP

Deadline of Application: 3rd October 2022.

GENERAL POSITION SUMMARY:

Under the supervision of the Program Manager, the Admin & HR Officer is responsible for ensuring the effective operation and upkeep of the Bentiu office and Guest House. A central role of the Admin Officer is to supervise the compound management including the guards, cleaners, and cooks. The Admin & HR Officer will also be expected to perform or supervise maintenance and repairs to buildings and electrical systems and maintain the compound generator and inverter system. She/he will be fully engaged in the recruitment of staff and management of personnel files as the Bentiu HR/Admin focal point, she/he will ensure accurate record keeping of all Mercy Corps files, Human Resources Provide oversight to the management of human resources for Mercy Corps programming in Bentiu, South Sudan; Assist in the achievement of MC program objectives with the facilitation of recruitment, remuneration and staff development issues in the Human Resource Development.





ESSENTIAL JOB FUNCTION:

A. Administrative

- Work as a member of the Mercy Corps team in the Bentiu office.
- Supervise all office support staff including guards, cooks, and cleaners.
- Prepare security operational guidelines for the guard and ensure they are being followed.
- Responsible for procuring locally office supplies
- Responsible for being familiar with the Mercy Corps procurement policies and following them accordingly for all procurements
- Responsible for managing the office and guest house storage and inventories of both food and materials
- Responsible for the maintenance works in the Mercy Corps office and guesthouse.
- Ensure water supply availability including drinking water in Mercy Corps office and guest house

B. Human Resource Management

- Develop, implement, and administer department goals and objectives. Evaluate departmental performance in relation to established goals and budget.
- Administer all HR functions.
- Remain informed, on an ongoing basis, about current and changing HR-related laws, policies and “best practices” to ensure that current and future personnel policies, employment practices, and compensation packages are within the limits of established standards, procedures, guidelines, and policies of Mercy Corps, as well as national laws.
- Implement and evaluate the national staff Personnel Policies and Procedures Manual. Recommend new or needed changes to existing personnel policies and practices to senior management.
- Develop, implement, and administer effective human resource programs including recruitment, orientation, performance evaluation, career development, training, diversity training, risk management and safety programs.
- Conduct wage and salary surveys, classify positions, create compensation ranges, and prepare position descriptions. Coordinate and monitor employee compensation and benefit packages for aptness, equitability, and affordability, and to ensure consistency and equity within the organization and appropriate comparability with peer organizations.
- Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documentation, evaluations, exit interviews and other relevant information. Periodically audit and archive or destroy dated information, including employee and applicant files, in accordance with national law.
- Participate in orientation of new personnel with respect to HR policies and procedures, including remuneration, benefits, and the organizational “work ethic.”

KNOWLEDGE AND EXPERIENCE:

- Degree in (Human Resources or Business Administration).
- Minimum 2 - 3 years of progressive experience in compound management, personal management, and assets control, preferably within NGOs context in South Sudan.



- Knowledge of basic construction and basic repair of buildings; maintenance of generators and solar panel systems.
- Experience supervising staff; excellent interpersonal skills; ability and interest to work with a multi-ethnic team in a culturally appropriate manner; Good English.
- Strong knowledge of computers and relevant software (MS Word, MS Excel);
- Ability and interest to work with a multi-ethnic team in a culturally appropriate manner.
- Excellent English oral and written communication skills. Able to write clear and concise reports.
- Oral communication skills in Arabic and/or local languages (see geographic areas listed above) preferred.
- Excellent problem-solving skills

SUCCESS FACTORS:

The HR/Admin officer should be results oriented, demonstrates sensitivity to and have commitment to positively contribute to the HR/Admin Officer development in Bentiu, be well organized with ability to multi-task, and work effectively within a team. S/he will demonstrate strong communication and have good presentation and facilitation skills; The incumbent will continually strive to develop his/her skills and make the program better while contributing to Mercy Corps' learning objectives.

Apply to: Mercy Corps Juba, Bentiu, Ganyiel , Nyal and Koch Office.

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

ss-apply@mercycorps.org; bandrew@mercycorps.org

