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| VACANCY NOTICE | |
| Job Title | Human Resources Officer (HRO) |
| Office | Juba Head Office |
| Location | Juba City Council, Munuki Block Council, Munuki Block B, next to St. John church. |
| Reporting to | Country Deputy Director |
| Organization View | |
| <p>AGENCY FOR CHILD RELIEF AID (ACRA) is a national Non Profit, Non-Government Humanitarian Organization founded by active, dedicated and committed South Sudanese professionals and fully registered under the Relief and Rehabilitation Commission (RRC), registration number 387 within the Ministry of Humanitarian Affairs and Disaster Management in accordance with NGO Act 2016 of the Republic of South Sudan. ACRA's aim is to provide sustainable livelihoods opportunities to support and transform the lives of the vulnerable children and populations both in South Sudan's urban and rural areas and help them enjoy adequate access to essential services including; Child protection, Education, Gender Based Violence (GBV) prevention and awareness, adequate and Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition and Primary Health Care services in a manner that respects human rights principles while ensuring the peace and improved social well beings for all.</p> <p>ACRA works towards addressing some of the most urgent humanitarian crisis and needs and contribute to development through rehabilitation and reconstruction following years of destructive conflicts which ruined the socioeconomic, health and institutional fabric of the Country.</p> <p>Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.</p> <p>Mission: ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Health, WASH, Livelihoods and Protection.</p> | |
| Roles & Responsibilities/Job Description | |
| <p>1. Staff Recruitment and Orientation</p> <ul style="list-style-type: none"> • Develop and implement manpower planning, recruitment and selection policies and procedures that support the attraction and retention of high caliber staff. • Maintain an open, impartial and effective system for recruitment process. • Organize, orient and guide recruitment panels in the process to ensure selection of the 'mostdeserving candidate'. • Ensure the grading structure for all positions is properly followed • Design, plan and implement staff recruitment in accordance with the ACRA policies and procedures. This includes liaising with department heads, evaluating and processing employment contracts and extensions, processing staff offer letters, sending out regrets and coordinating orientation to new staff. • Ensure HR related issues such as staff placement, orientation, confirmation, leave, sick report, retrenchment, transfer, promotion, dismissals, etc. are handled in | |

accordance with established policies and procedures and national Labor Laws.

- Formulate, update and ensure effective implementation of new staff orientation and training programmes.
- Be responsible for the preparation of relevant documentation for the timely and correct application for Work Permits for non-national staff through the CD and file accordingly.
- Prepare ACRA presentations on HR Policies and advise the CD on all legal cases involving ACRA personnel.

2. Compensation and Employee Relations

- Oversee accurate, timely and effective administration of staff remuneration.
- Ensure timely and accurate staff payroll reporting to the finance department according to existing staff list.
- Ensure that compensation levels are competitive with market rates and recommend adjustments as appropriate through appropriate salary surveys.
- Evaluate staff turnover and recommend ways to keep it to a minimum.
- Handle grievances and investigation with confidentiality and appropriate action.

3. Performance Management

- Provide leadership and guidance to the performance and talent management process, by ensuring the application of best practice standards in respect to performance management, skills development and succession planning.
- Coordinate the functioning of the Performance Management system.
- Ensure timely submission of annual appraisals, individual operating plans and mid-year reviews of staff.
- Provide information to Finance on annual increment of staff compensation based on merit.
- Plan, develop, schedule and advise on staff performance management and appraisal calendar to all staff.
- Maintain staff personal files by ensuring accuracy and completeness of staff employment information regarding personal data, remuneration, benefits and welfare issues and relevant visa and work permits as required.
- Establish, schedule, monitor and record timelines for Human Resources processes and provide quarterly progress reports.
- Periodically review the Performance Management system and pilot new innovative methods in performance development and appraisals.
- Supervise, train and offer guidance to staff under his responsibilities, including field staff, when applicable.

4. HR Policies Administration, Staff Welfare and Benefits

- Lead the development, review and implementation of Human Resource policies and procedures. Lead the development, review and implementation of the Human Resource manual and code of conduct.
- Ensure the HR processes are in compliance with the Government Labor Laws and ACRA policies and all international staff's work permits are processed
- Coordinate staff insurance covers by ensuring that all international staff are insured

and timely deletion of non-existing members occurs.

- Educate and guide ACRA SS staff on the relevant operational policies and procedure
- Generate periodic records and reports such as leave report, medical coverage report, staff lists and HR statistics.
- Handling staff evacuation from South Sudan

5. Training and Development

- Manage the staff training and development function including the execution of the training needs assessment process, the development of appropriate training interventions and career development plan in coordination with CD and budget holders.
- Supervise coordination of staff development training plan and implementation of projects and departments.
- Coach and allocate resources for appropriate training of HR staff to develop their skill and competencies.
- Ensure timely implementation of new staff orientation/induction.
- Maintain oversight on organizational initiatives for capacity strengthening of national staff.
- Periodically assess and review ACRA's South Sudan staff development policy and systems on the basis of feedback from staff and information on how other organizations handle staff development activities.

Perform any other duties as required by the Line Manager

MINIMUM QUALIFICATION/EXPERIENCE

- Degree in Human Resource Management, Business Management, Education, Rural Development, Development Studies or related field.
- A minimum of 2 years of work experience in Human Resources Management, preferably with an INGO or NNGO in the humanitarian and development field
- Strong oral and written communication skills in English and spoken Arabic is an added value.
- Experience in writing and reviewing reports.
- Proficient in computer programmes such as Word & Excel.

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and spoken Arabic).
- The advantage of having worked in hard to reach areas is desired.

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| WORK CONDITIONS | <p>The position is for based in Juba with travels to field locations.</p> <p><u>ACRA HAS ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE (SEA) AND RESPECTS ALL RIGHTS OF CHILDREN.</u></p> |
| JOB COMMITMENT | |
| STARTING DATE | <p>Immediately. Note that the evaluation of applications will be on rolling basis as we begin to receive applications due to the urgent nature of the position.</p> |
| DURATION OF COMMITMENT | <p>Six (6) months with possibility of extension based on performance and funding availability.</p> |
| SUBMISSION OF APPLICATION | <p>The Application should be submitted by email to</p> <ul style="list-style-type: none"> • Hard copy applications sealed in envelop should be submitted at ACRA Office in Juba, Suk Melisia, next to St. John (Plot No. 25, Block B (BV), Munuki Block B, Central Equatoria State, South Sudan. • Applications through emails should be submitted to jobs@acra-ssd.org without copy to any other email. |
| CLOSING DATE | <p>21st February, 2024</p> |
| OTHER INFORMATION | <p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> • Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position, salary expectation, current or previous position held, contact details and names of three references. <p>Female candidates are highly encouraged to apply</p> <p>Only short-listed candidates will be contacted.</p> |

