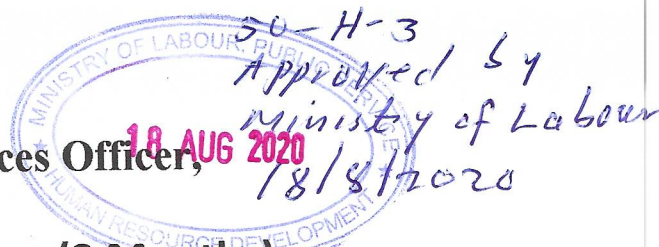




**Human Resources Officer,
Juba base.**

Maternity Cover (3 Months)



Job Purpose: The Human Resources Officer will be responsible to promote client and result-oriented approaches consistent to Medair strategic objectives of People –to – People.

She/he will interpret and applies HR policies, rules and regulations, implement internal procedures in Recruitment, filling, auditing, facilitation of travels, training and development.

Key Responsibilities

Administration

- Responsible for maintaining an effective and accurate HR personnel filing system that make retrieval of documents and information easy whenever it's needed.
- Initiates and lead HR data cleansing processes and ensure that all required documents are correctly filled and maintained in line with the Medair Retention Policy.
- Update the HRM and Senior HRO on any changes in the visa, alien registration fee
- Create files for new recruited staff and ensure that all the required documents are in the personnel file
- Timely procession of Medair staff IDs

Recruitment

- Support the Senior HRO in preparing job adverts and getting timely approval from the Ministry of Labour before circulating to the various advertisement boards.
- Tracking all vacancies and updating the recruitment status

Contract Management

- Ensure that all contracts and all other contractual agreements are in place, accounted for, properly signed and follow up if needed.

Training and development:

- Tracking the return of performance review documents and logging any subsequent training needs.
- Follow up performance objectives setting, reviews, JD and any training needs with Line Managers

Person Specifications

Essential

- Diploma in HR, Administration, Social Sciences or Development Studies.
- 3-year HR and/or administration /archive experience.
- Good English (spoken and written) and good Arabic (spoken)
- Working skills with Word, Excel, and use of email.
- Good understanding of cross-cultural issues.
- Capacity to work under pressure and manage personal stress levels.

Desirable

- Degree in HRM or Business Administration.
- Compassionate, self-motivated, enthusiastic, energetic, autonomous.
- Encouraging, supportive.

Applications deadline: 3rd September 2020

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org

