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Approved
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STAND / FOR THE VULNERABLE™

World Relief South Sudan
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World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment

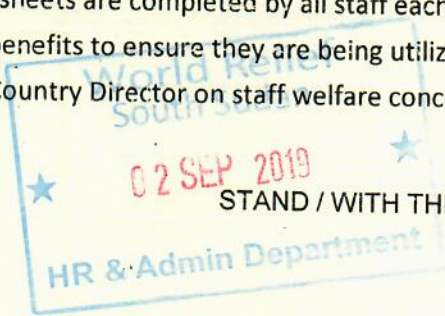
Position Title: Human Resources Officer
Department: Finance and Administration
Supervisor: Director of Finance and Administration
Work Location: Juba

POSITION SUMMARY

The Human Resources Officer is responsible for leading the HR department, ensuring all functions are conducted timely and accurately. The HR Officer works closely with the Finance Director and Country Director to establish internal procedures and provide solutions related to HR issues. The HR Officer ensures compliance to WR's HR Policy, standard HR practices, and the labor law in the Country Office and Field Offices.

KEY RESPONSIBILITIES

- Provide support to all supervising staff in all aspects of WR's HR policies and procedures and the labor law.
- Familiarize all staff in regard to HR policies and procedures and ensure compliance.
- Work with the Country Director to review and revise HR policies.
- Lead in recruitment for vacancies, along with the hiring manager, ensuring the process is timely, fair, and in compliance, including support for developing job descriptions, getting approval of adverts, posting the adverts, shortlisting, communication with candidates, developing interview score sheets, scheduling and conducting interviews, checking references, and orientation.
- Ensure all staff have valid contracts by issuing them to new staff, reminding supervisors of expiring contracts, and renewing contracts as advised.
- Oversee and/or perform the monthly payroll process, coordinating with field offices and Finance Department, and using WR's financial software.
- Ensure timesheets are completed by all staff each month.
- Track staff benefits to ensure they are being utilized appropriately.
- Advise the Country Director on staff welfare concerns and risks and liabilities to the organization.



- Ensure performance review are completed for staff and lead on cases requiring the disciplinary process.
- Ensure personnel files are kept in accordance with policy and are ready for audits.
- Oversee all processes related to expatriate staff living and working in the country.
- Serve as the focal point for legal issues related to World Relief's staff and administration, ensuring the legal status of the organization is maintained.
- Represent WRSS in meetings, as directed by the FD or CD.
- Maintain confidentiality for both employees and the organization.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of World Relief.
- Maintain a Christian witness to internal and external stakeholders.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Management, or related degree from a recognized institution required.
- Master's degree preferred.
- At least three years of experience in human resources, preferably with an INGO.
- Demonstrated experience developing policies and procedures.
- Experience using database and financial software.
- Mature and professional demeanor.

SKILLS REQUIRED

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication, with the ability to complete letters and reports without a proofreader.
- Demonstrated basic math skills.
- Able to travel and work throughout South Sudan, in all WRSS project locations.
- Humility, teamwork, and flexibility.
- Ability to understand and work in different cultures.
- Arabic language skills.
- Interpersonal communication and teamwork skills.

WORK ENVIRONMENT

The duty station for this position is the CO with a standard office environment but may require travel to and extended periods in the field. Life and work in field locations may be difficult, with minimal living accommodation, extreme temperatures, security risks, and physical demands for walk or travel long distances over difficult terrain to be able to complete work duties.

Applications Procedures:



APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any **one** of the following ways:

- Submission to the World Relief Juba Office (tender box), or
- Online submission by email to WRSSRecruitment@wr.org, copying GElizabeth@wr.org, including the job title in the subject line of the email.

Applications must be received by 20th September, 2019 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.