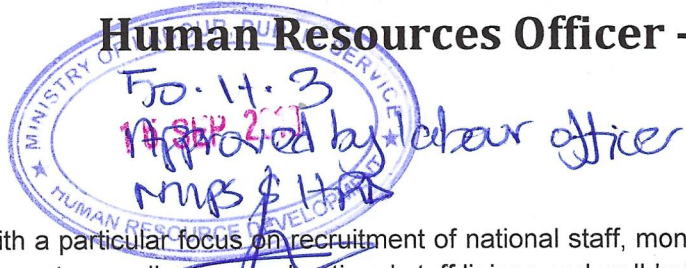


Job Advertisement



MEDAIR

Human Resources Officer - Renk



Job Purpose: Assist with all aspects of HR with a particular focus on recruitment of national staff, monitoring staff policy compliance and supporting staff development, as well as general national staff liaison and well-being.

Key Responsibilities General

Recruitment and Placement

- Support Line Managers with NRS recruitment; manage the process guided by the Project support Manager, ensuring the whole process is completed in a timely manner and in good communication with line managers and candidates.
- Ensure all positions to be recruited have Job Descriptions (JD) comparable to similar positions within the organization and ensure all government procedures for recruitment are adhered to.
- Manage the interview process together with the line manager including written interviews.
- Carry out reference checks for successful candidates and provide feedback to candidates.
- Create accurate contracts for new staff and for temporary workers, based on information provided by management and in consultation with PSM.
- Ensure government procedures for recruitment are adhered to including obtaining approvals and respecting timelines

Administration & Staff Development

- Support line managers in implementing disciplinary action and grievance procedures, in accordance with Medair guidelines and local labour laws, including being present as witness in disciplinary meetings.
- Maintain staff files keeping them up to date and archived.
- Review appraisals and follow-up with line managers on training and development.
- Develop staff development tracking system, maintain it and report on performance.
- Train staff on Medair's HR procedures and guidelines, as required
- Create and lead the briefing schedule for new staff in liaison with relevant departments

Payroll

- Assist in compiling payroll information to be submitted to HR department in Juba on a monthly basis.
- Collect, compile, and scan accurate timesheets and other HR related paperwork including new contracts, contract termination letters, exit paperwork, etc. as directed by the Finance & Support Officer

A. Person Specifications

Essential

- Diploma in HR Management and Administration.
- 2 years HR experience
- Fluency in both written and spoken English & classic Arabic
- Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook

Desirable

- Degree in HRM or Business Administration Diploma
- Experience in Recruitment

Application deadline: 04 October 2019

Please address your application comprising a comprehensive CV that includes 3 professional referees, and a Cover letter detailing how you qualify for this position to: Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping or e-mail: Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping or e-mail: recruitment-sds@medair.org

Please note that ONLY candidates meeting Essential Requirements will be considered for the role. Please note also that we can ONLY consider referees from previous supervisors or line managers of the candidate (excluding relatives, colleagues or friends).

