

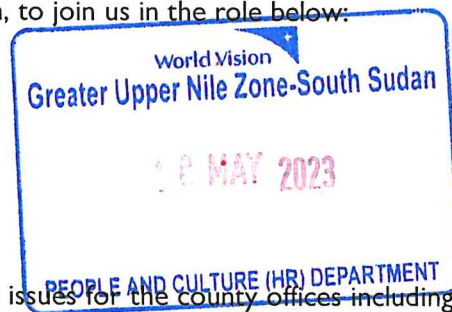
*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children*

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN- RE- ADVERTISEMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: People & Culture (HR) Officer
Reports to: Zonal People & Culture (HR) Coordinator
Location: Upper Nile (Kodok)
Availability: ASAP



Purpose of the position:

To provide technical support in human resource management issues for the county offices including recruitments, selection, employee relations, staff development, career management and employee welfare. Communicates World Vision's Christian ethos and demonstrate quality of spiritual life that is an example to others.

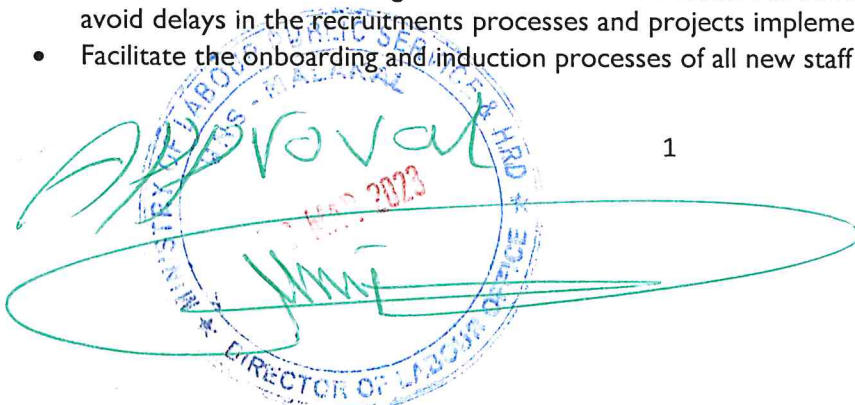
Major roles and responsibilities:

Staff contracts' management

- Develop a contract tracker for your locations and share with the zonal P&C coordinator on weekly and monthly basis
- Ensure that all staffs in your locations have signed contracts and copies sent to the zonal office timely for filing and payroll purposes
- Ensure that all the new staff have their probation periods assessed and their forms signed and filed for records purposes and the continuity of their contracts.
- Ensure that all the project managers are notified on their staff's contracts ending so that they advise on the non-contract renewals or availability of the budgets for extensions.
- Follow up with project managers to ensure that SRFs for contracts are correctly and timely raised and extracted to support the contracts renewals process.
- Process all the casual contracts in the field when they're requested.

Recruitment Management;

- Develop a recruitment plan or tracker for your location and update it on timely basis.
- Advertise new positions for your location always after obtaining approvals from Labor office/RRC.
- Ensure that the shortlisting and interviews are conducted as soon as the deadlines for the adverts elapse to avoid delays in the recruitments processes and projects implementations.
- Facilitate the onboarding and induction processes of all new staff



- Ensure that all the staff have filled and signed BRITAM Insurance forms to process their medical cards

Payroll & policy management;

- Prepare the monthly payroll changes for your location and share with the zonal P&C Coordinator for consolidation by 1st day of every new month – these include; (Temporary staff, incentives and national staff respectively)
- Follow up on missing payments of the staff in your location with the payroll teams through zonal P&C coordinator
- Verify and follow up on exit clearances for all the separating staff of that particular month and ensure their terminal benefits are computed and requested as soon as possible.
- Always prepare the list of separated staff and submit their names to the zonal P&C coordinator to process their certificates of service
- Ensure the implementation of HR strategies and policies focusing on full compliance of HR general working conditions and labor laws of South Sudan, WVSS policies, procedures and guidelines.
- Effectively implement the internal control to ensure compliance to the organizational policies and guidelines and provide daily advise to the team on HR policies and procedures in order to ensure consistency and understanding.
- Ensure that each staff member has received, read, understood and signed all onboarding policy documents and the signed copies are shared with the zonal office for filing.

Staff welfare & administration management;

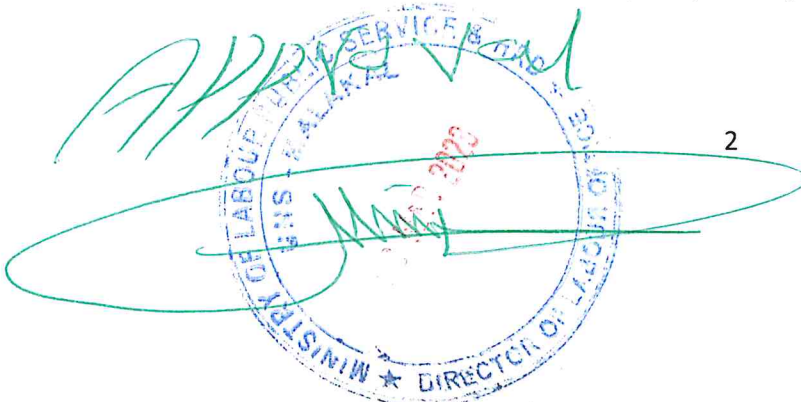
- Ensure all the new staff have filled and signed the staff ID forms and their IDs are timely processed in the zonal office
- Share all the data for medical cards with BRITAM insurance company to process the medical cards for all the staff and their dependents.
- Track all the leaves for the staff in your location and share the update with P&C coordinator on timely basis
- Verify all the manual leave forms in the field and grant them days off in agreement with their supervisors while keeping records of the same.
- Participate in morning devotions – (Mondays & Fridays) and promote the spiritual nurture of all the staff in your locations.
- Hold quarterly and monthly meetings with the project managers to understand their activities and challenges that they face in their works
- Support staff welfare and social activities in your locations
- Handle staff grievances and disciplinary issues in your location

Performance management;

- Ensure that all the staff have set their performance objectives in agreement with their managers in line with the project objectives and outcomes.
- Train the managers and staff on the performance tools to use and guide them on the proper modalities of appraisals.
- Ensure full compliance and adherence to performance standards by the managers and staff.
- Compile and submit the midterm review reports to the zonal P&C coordinator for compilation.

Monthly reporting;

- Consolidate and submit monthly P&C reports to zonal P&C Coordinator
- Perform any other duties as assigned to you by the supervisor.



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Qualifications: Education/Knowledge/technical skills and experiences:

The following may be acquired through a combination of formal or self-education, prior experiences or on-the-job trainings;

- South Sudanese Nationals only.
- Must hold a Bachelor Degree in Human Resources Management from a recognized institution of learning with minimum of 2 – 3 years or related experiences in Human resources management or a related with a non-profit organization.
- Must be highly familiar with all the labor laws of South Sudan
- Must have computer knowledge, - (MS Word, excel and PowerPoint)
- Ability to work in a fragile context with harsh conditions and minimum infrastructures
- Must possess excellent interpersonal, communication and team building skills
- Must have strong knowledge of core principles of children rights, participation, do no harm as well as how to handle children in emergencies minimum standards.
- Must demonstrate Christ-centered life and work

How to apply?

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices.

Closing date for receiving applications is Wednesday, 24th May 2023

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of World Vision workforce have a role to play in promoting a safe and respectful workplace and should report to World Vision any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, World Vision will conduct a thorough background verification of the final candidate.

