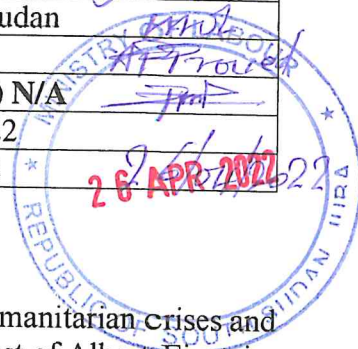


VACANCY ANNOUNCEMENT



Job Title	Human Resource Analyst (1)
Salary Band/ Level/ Grade	8B
Department	Human Resources <i>50-H-3</i>
Location	Juba – South Sudan
Position Reports to	HR Manager
Overtime Eligible (per local law) N/A	(Per local law) N/A
Opening Date	26 th /April/ 2022
Closing Date	17 th /May/2022



BACKGROUND

The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, EH, child protection, economic recovery and development (ERD)/livelihoods, women’s protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC’s new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

JOB OVERVIEW

The Human Resources Analyst will gather and process qualitative and quantitative data around jobs, compensation, and employment trends. Focusing primarily on the collection, analysis, and reporting of data about jobs, compensation, and benefits.

HR Analyst responsibilities will include measuring retention and turnover rates, helping create hiring plans and compensation and benefits packages, identifying trends drawing useful conclusions and recommending solutions to the most senior HR in the office.

Ultimately, this role holder will help ensure maximum efficiency for our HR functions, from hiring and payroll to employee training and development.

Key Responsibilities:

- Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics.
- Research, analyze, and present data as assigned i.e., calculating retention, turnover, and internal mobility rates; diversity analysis, including gender, disability, etc.
- Manage the Employee Directory for South Sudan, ensuring accuracy of all employee information as well as alignment with most updated Country Program organogram



- Work closely with the HRIS system and the software developers to ensure proper management of regular, incentive, volunteer, and auxiliary staff information and train the rest of Field Office HRs on the HRIMS system when needed.
- Write detailed monthly and quarterly reports on employee trends that will inform management decisions.
- Troubleshoot data and reports on the integrity of employee data and worker category.
- Follow up with account creations, activations, and terminations on IRC HR systems
- User training and process flow checks on HRMIS solution software along with vendor engagement for desired advancement and changes
- Assist in rollout and implementation of HR programs.
- Assist in various HR projects and continuous improvement initiatives.
- Ensure compliance with Data Privacy and Protection Guidelines.
- Gather benchmark data about jobs, compensation, and benefits
- Map out salary ranges for our open positions
- Ensure that the HR Metrics reports and scorecards are accurately calculated including recruitment, retention, turnover and internal mobility rates; include an analysis that informs decision making.
- Assist hiring managers in designing hiring and training plans
- Forecast costs by department and help create budgets
- Analyze employees' answers to internal surveys (like job satisfaction surveys)
- Assess results from our employee performance reviews
- Identify top reasons why candidates and employees choose to work with our organization and recommend areas of improvement for our HR procedures.
- Work of employee directory and update staff's information's timely (Deactivating exiting staffs and setting up email for newcomers).



Job Requirements / Qualification:

- Graduate degree in Business Administration, Management or similar with 3 years of experience working in similar role.
- Good working knowledge of computer software: MS Word, Excel & email applications required.
- Work experience as an HR Analyst or similar role
- Experience using Human Resources Management Systems
- Excellent analytical skills and good command of English language both written and spoken.
- Excellent customer service, communication (both written and verbal), and collaboration skills required.
- Ability to create detailed spreadsheets, charts, and presentations (a must).
- Good research abilities of best.
- Familiarity with HR operations including hiring, payroll, and employee benefits.
- BSc in Human Resources, Business Administration, or relevant field.



IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, or disability.

How to apply: Interested applicants should submit a CV with 3 references and a copy of their South Sudan national ID, to IRC Office Juba or, by email to SS-HR@rescue.org not later than 5:00 PM on Tuesday 17th May 2022.

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

LEBEL YOUR APPLICATION CLEARLY HUMAN RESOURCES ANALYST-JUBA

“FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY”

