



Vacancy Announcement

Job Title: Roving Senior Human Resource Officer
Band/Level / Grade: 8A –Functional Support
Department: Human Resources & Administration
Location: Juba with 80% Field Travel
Duration: 1 year
Overtime Eligible: N/A



50.11.3
Approved by
Inspector
22/6/2021

ABOUT THE IRC

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 began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, and field offices in Lakes, Unity and Northern Bahr el Ghazal states, currently implementing programs in primary health care, community case management, nutrition, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Learn more about IRC in South Sudan here:

<https://rescuenet.rescue.org/Interact/Pages/Content/Document.aspx?id=2446>

Job overview

This is a key position to the success and delivery of the human resource function. The Roving Senior HR officer will support the coordinator on the general oversight of all field HR & Administrative functions especially at the field to improve the departmental performance within the people function. He/ She will report directly to the HR Administration Coordinator.

Key responsibilities:

Field Support Cover:

- The position is responsible for giving support to the different field offices and will closely work with the Field HR officer and the Field Coordinator/ Manager.
- Roving field support to any field office that may have identified gaps within the people function.

Policy Compliance

- He/she will ensure there is general compliance in all IRC policies and procedures implemented and monitored at the field as required.
- Ensures that any procedural compliances required and expected to happen at each field site are ongoing, updated and that staff are clearly informed.
- Provide any compliance trainings such as IRCWAY, National Refresher trainings, Etc



- Consistently monitor field offices on identifying fraud and corruption red flags and address them to the field lead and HR Coordinator in a timely manner.

Personnel File Management:

- Works with the recruitment team in Juba and Field to capture all personnel data constantly onto PROMISE.
- He /she will Carry out personnel file audit at each field office to ensure all personnel information is up to date and on file.
- Provide support to the HR department to improve on effectiveness and efficiency in Personnel filing both manually and electronically.
- Ensuring the accuracy of personnel data information on the PROMISE system (E.g position title changes, names etc.)

CONTRACT MANAGEMENT

- He/ She will be responsible for tracking electronically the national full time regular contracts' database.
- Works with the field to ensure the validity of all national full time regular contracts.
- Supports the field with follow up on Contract Requests sent through Juba main office for approval in a timely manner.

RAPID RECRUITMENT MANAGEMENT

- The Senior Roving HR officer will support any field office that has bulk load of rapid recruitments remotely or physically at the field site.
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PERFORMANCE MANAGEMENT

- Tracks all performance reviews/probationary evaluations from the field to Juba and notifies constant reminders to the staff accordingly.

HR MONTHLY FIELD MEETINGS WITH COORDINATOR:

- Mobilizes all the field HRs for the monthly field meeting with the HR Administration Coordinator to troubleshoot HR related field challenges.
- Prepares all monthly HR Minutes and liaises with HR Coordinator for an early monthly agenda that he/she will share prior the meeting.
- Fast tracks on action points from matters arising from the meetings.

LEARNING AND DEVELOPMENT

- The Senior Roving HR Officer will support and mobilize any field learning and development initiatives as requested by the HR Administration Coordinator.
- Using the TNA tools, he/she will collaborate with the field leads and field unit heads for any training gaps and plans for all field staff. This matrix will be shared with the HR/Administration Coordinator for support and training plans.
- Support with the deployment of Interns from high learning institutions in liaison with the HR manager to the field.

JUBA HR SUPPORT

- He/She will be required to support the Juba HR team on a day to day basis whilst they are not in the field.

Exit of staff and Terminal Benefits Procession

- To ensure that all exit terminal processions sent to Juba are fully completed, reviewed by the respective persons to actual pay out at field or Juba.



- To track daily the different field national staff exits and share exit information with the HR/Administration Coordinator at month end. (*A tool will be shared for this*)
- May be delegated to carry out investigations, handle field grievances when called upon.

PAYROLL MANAGEMENT ON PROMISE

- He/She will be given access to support in absence any field officers that is not on base with the procession of the payroll from the field.
- Promote team spirit, cohesion, respect, and the IRC way standard for professional conduct among for all staff in the field with close cooperation.
- Any other duties as may be assigned.

Key Working Relationships:

Position Reports to: HR Administration Coordinator

Position directly supervises: None.

Other Internal and/or external contacts:

Internal: Regular relationships with field leads, HR officers in the field, HR Manager, HR /Administration Manager

External: May serve to represent the HR/ Administration Coordinator on HR related concerns in different field sites e.g., HR Field working group meetings, non-governmental organizations, inter-agency groups and foundations etc

Requirements:

- Minimum 3 years of progressive Human Resource professional experience or equivalent education and experience.
- Must possess preferably a degree in Human Resource, Social Work, Public Administration, Education, or other related field.
- Minimum 3 years' experience within the People function, computer skills are required,
- Must be an independent thinker and have strong organizational skills;
- Demonstrated excellence in human resource management, particularly in a multi-cultural environment, including staff training, motivation, and handling discipline related cases.
- Ability to communicate in English and any two local languages.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Good negotiation, representation skills and the ability to work comfortably with an ethnically diverse team.
- Strong ability to innovatively solve problems.
- Excellent training and coaching ability
- Fluency in English required, spoken proficiency in Arabic is a plus.
- Ability to travel to remote field offices.

Key Competencies:

- Must be able to function effectively in a complex work environment, setting appropriate priorities and handle competing priorities and pressure.
- Ability to carry out responsibilities independently with minimal technical support.
- Must have excellent interpersonal communication skills and professional patience and be able to interact and thrive in a diverse environment.
- Committed to staff training and development and effective at facilitation.
- Be responsive to needs expressed by all the field staff.





Working environment:

Security level: Yellow. The situation in the country is generally calm but can be tense and unpredictable; concerns include criminality, presence of armed troops, and looting.

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** and copy of academic certificate to the **Juba IRC Head Office**-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org or you can deliver your Application to **IRC Juba office** not later than **9th July 2021**.

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

CLEARLY LABEL YOUR APPLICATION ROVING SENIOR HUMAN RESOURCE OFFICER

‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

