



Approved and Verify
by the Director of Labour



JOB VACANCY ADVERTISEMENT

RECRUITMENT OFFICER

Duty station: JUBA

Number of positions: One (1)

Basic Salary: 727 USD.

Date Issued: 09/05/2023

Category: National Staff Posting

1. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions Solidarites International have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

2. Objectives:

- Under the supervision of the Deputy HR Coordinator the Recruitment Officer will support in the recruitment of SI employees in his/her assigned area.
- He/She will assist in finding the quality Human resources and ensure the implementation of SI recruitment guidelines in a strictest and transparent manner.

3. RECRUITMENT:

- Participate to the transparent recruitment process by respecting Solidarites International recruitment process, the NGO recruitment guidelines and the South Sudan labour laws
- Liaise closely with managers and Deputy HR Co to ensure a closely follow up on the recruitment process:
 - Job Announcement Vacancies redaction
 - Attain validation of Job adverts at National & State level when needed.
 - Advertise positions according to the diffusion strategy decided by her/his line manager
- Receive and sort applications, update regularly the line manager about the progress.
- Participates in arrangements of conducting technical test and interviews.
- Ensure that interviews candidates are contacted on a timely basis
- Ensure that recruiting managers adhere to the recruitment planning
- Participate in the interviews of candidates (A1 to B1 level) for the assigned area
- Coordinate, assist and follow-up with line managers in compiling the test and interview results



- Ensure that candidate provide consistent and appropriate contacts for reference check as per SI procedure
- Ensure the reference check must be objective and should describe the skills/ competences and behaviour of a candidate
- Ensure relevant SI templates and guidelines are well followed at each recruitment step
- Update regularly the recruitment follow-up tool and communicate it with the relevant managers
- Archive properly recruitment folders
- Support Deputy HR Coordinator during induction planning in collaboration with her/his line manager and head of department, orientate new recruited employees on SI HR Policy (Internal Staff Regulation, specific allowances and benefits...) and explain the content of SI HR documents and processes for the assigned area.

4. REPORTING/COMMUNICATION:

- Participate to the weekly meeting and Monthly reporting
- Assist the Deputy HR Coordinator in publishing memos.
- Report back all information or problems linked to his/her activity to his/her line manager
- Report any employee concern to his/her line manager
- Ensure the publication of information on the information board
- Support the Dep HR Coordinator/Admin coordinator in coordinating with local authorities

5. III. Preferred Skills:

- Minimum Diploma in Human Resource Management or a related field
- Written and spoken fluency in English is mandatory, fluency in Arabic is preferred
- 1 to 2 years' previous experience working in a similar position
- Recruitment Officer must be perceptive, communicate well with others
- Must be a System Integration professional with excellent skills in management and training of personnel
- Possess remarkable ability of oral and written communications
- must be familiar with national national labour and administrative processes
- good knowledge all MS Office programs (Word, Excel, Power Point) & HOMERE is an added advange



6. Line manager: Deputy Human Resource Coordinator

Contract: fixed-term contract of 2 months, extendable Subject to performance and Fundings.

Working hours: From Monday to Friday 7:30-4:300. As an executive job, some flexibility can be expected from the employee.



Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** in Hai Cinema in Juba.

You can as well send your application on the below email address;

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 18/05/2023.

