

Approved  
Hyer

## ADVERTISEMENT VACANT ANNOUNCEMENT



<b>Position Title:</b>	<b>Senior Human Resources Officer</b>
<b>Location</b>	<b>Juba Head Office</b>
<b>Department</b>	<b>Human Resource</b>
<b>Supervisor</b>	<b>Head of Finance</b>
<b>Working Schedule</b>	<b>According to ACROSS Schedule</b>
<b>Starting date</b>	<b>9/8/2022</b>
<b>Date line</b>	<b>26/8/2022</b>

### INTRODUCTION:

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is looking for a competent qualified south Sudanese for the position of Senior Human Resource Officer (SHRO).

### POSITION DESCRIPTION AND RESPONSIBILITIES

#### Position Description and responsibilities

Focus on timely problem resolution and delivery of efficient, cost-effective and customer responsive programs. The ACROSS HR team seeks to focus its resources and efforts on the entire lifecycle of employee activities with ongoing attention to employee engagement, efficient and timely operations and compliance.

The Senior HR Officer provides practical, timely support, advice and direction to ACROSS staff on the full life cycle of HR activities.

Activities and support include staff affairs and welfare (including seconded staff), HR policy and procedures interpretation, donor and legal regulations as well as provides support on employee



relations as well as compensation and benefits practices. The Senior HR Officer is the key point of contact for all employees and also serves to facilitate the timely engagement of head office and locations offices for all HR issues ensuring best practices, efficiency and timely handling of all HR matters.

### Functions

- Develop, Keep, maintain, improve/upgrade ACROSS HR-related databases
- Ensure job analysis and design for ACROSS policies and regulation are comprehensive, Up to Date, disseminated to all staff working in ACROSS using in various ways and means (written, electronically, etc....)
- Coordinates and facilitates on-boarding and off-boarding of all staff
- Manages and supports operational issues related to employees, including post related allowances, health and welfare, and others relevant as identified
- Maintains constant reference to the Employee handbook, Codes of conduct and HR manual and other governing policies, regulations, and guidelines documents to ensure all are current and in line with common practices and communicated to applicable staff on a timely basis
- Leads and collaborates with the Recruiting team to analyse and generate offers of employment, with a focus on applicability of ACROSS and donor policy as related to allowances and other applicable benefits
- Reviews, revises, and streamlines general HR procedures and forms to enhance efficiency and effectiveness
- Liaise and keep in touch with government Labor Laws and offices at all levels and ensure ACROSS is always compliant

### HR Operations – Employee life cycle

- Raises HR-related issues with managers in a proactive and diplomatic fashion, identifying practical solutions and appropriate action plans
- Undertake recruitments – rigorous and thorough in processes involved, as well as effectively and efficiently conducting regular performance appraisals
- Conducts exit interviews, identifying trends and recommending actions to address concerns
- Develops and maintain periodic human resources reports for management, utilizing standard HR-related metrics
- Develops, updates, implements and/or communicates personnel policies and procedures in compliance with standard HR practices, laws and regulations.
- Maintain all HR files (public and private) in easy-to-navigate electronic files, in compliance with document retention policies

### PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

#### I. Professional Skill Required:

- Considerable (4 -5 years) managerial experience, critical thinker with constructive approach to problem solving. Will have the ability to identify issues and opportunities, provide recommendations and solutions in order to reach consensus with ACROSS Leadership team



- A focus and dedicated approach to providing effective digital data service
- Demonstrated sensitivity and discretion when handling confidential information
- Demonstrated ability to be professional, calm, flexible, resilient, solution oriented, and creative in a cross-cultural competencies
- Excellent oral and written communication and skills in
  - Proficiency in MS Office Suite (Word, Excel, PPT, Visio) as well as capacity to operate in database.

## II. Minimum Qualifications and Experience Required:

- **Master's Degree in Human Resource development** plus a minimum of eight years relevant Human Resources experience
- Three years' Experience with and/or other NGO operating in International Human Resources.
- Fluency in English and proficiency in one other language, preferably Arabic.

## III. Personal and Interpersonal Skills

- Moral and ethical conduct and character
- Mature and Active in Christian Faith
- Proven Integrity in work and lifestyle
- Analytical, Innovative and a problem-solver
- Strategic, but also attentive to details

To apply, please send your complete and updated soft copies of your Curriculum Vitae (CV), Nationality Certificate, birth or assessment of age certificate, Cover Letter and a written Christian Testimony electronically to: [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org), [partnerships@across-ssd.org](mailto:partnerships@across-ssd.org). Please note that only short listed candidates will be contacted. In the final selection steps candidates will be subject to reference check on the information provided.

- Applications without written Christian Testimony will not be considered
- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted
- This Vacancy is open to South Sudanese ONLY
- Applications once received are NOT Returnable
- Attached copies of your Certificates.



ACROSS HR  
Department.

