



JOB OPPORTUNITIES

Job Code: 017
Job Title: Human Resources Officer
Location: Juba
Contract Type: Regular Contract (dependent on funding)
Reporting To: HR Manager
Number of Positions: 1
Application deadline: April 30, 2026,



SO-113
[Signature]
09-04-2026

* The position is open to South Sudanese nationals ONLY

PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Human Resource Officer (HRO) supports the HR Manager in delivering effective and compliant human resource services through the AHEC Activity. The role supports recruitment, HR administration, employee relations, performance management, training and development, and HR compliance to ensure staff are well-supported, and organizational policies are implemented consistently.

Key Functional Focus Areas

- Recruitment and onboarding support
- HR administration and records management
- Employee relations and staff support
- Performance management and staff development
- HR policy implementation and compliance
- Payroll coordination and HR reporting.

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Recruitment & Selection

- Support workforce planning and recruitment activities in coordination with the HR Manager.



- Prepare job advertisements, screen applications, coordinate interviews, and conduct reference checks.
- Support onboarding and orientation of new employees.

HR Administration

- Maintain accurate employee records, both digital and physical.
- Update HRIS, attendance, leave records, and staff files.
- Draft employment contracts, HR letters, and official notices as assigned.

Employee Relations

- Provide frontline HR support and respond to staff inquiries professionally and confidentially.
- Support resolution of employee concerns and assist with disciplinary and grievance processes.

Performance Management

- Support implementation of the performance management system.
- Track probation reviews, appraisal schedules, and documentation.
- Support supervisors in understanding performance processes and KPIs.

Training & Development

- Support identification of training needs and coordination of training activities.
- Maintain training records and support evaluation of training outcomes.

HR Policy, Compliance & Payroll Support

- Support implementation of HR policies and ensure compliance with labor laws and organizational requirements.
- Prepare HR reports for management and audits.
- Coordinate with Finance on payroll inputs including timesheets, leave, and allowances.

Health, Safety & Well-being

- Support staff welfare and well-being initiatives.
- Participate in workplace safety monitoring and compliance activities.

EDUCATION AND EXPERIENCE REQUIREMENTS

Required Qualifications

- Bachelor's degree in human resource management, Business Administration, or a related field.
- Professional HR certification is an added advantage.
- Minimum of two (2) to four (4) years of relevant HR experience.



- Experience supporting HR management functions in an NGO or similar environment is preferred.

SKILLS AND COMPETENCIES

- Strong understanding of HR policies, labor laws, and HR best practices.
- Excellent communication and interpersonal skills.
- High level of confidentiality, integrity, and professionalism.
- Proficiency in Microsoft Office applications and HRIS systems.
- Strong organizational, multitasking, and problem-solving skills.

APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to ahcrecruitment@intrahealth.org In the subject line, write the following: [Job Code_Job Title_Post Location_First & Last Name]. Example: [017_Human Resources Officer_Juba_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.
- **Rumbek:** please submit it to the Clinical Service Coordinator at Rumbek State Hospital.
- **Kapoeta:** please submit to the Community Engagement Officer at Kapoeta Hospital.
- **Yirol:** please submit it to the Clinical Service Coordinator at Yirol Hospital.
- **Nimule:** please submit it to the Clinical Service Coordinator at Nimule Hospital.
- **Torit:** please submit it to the Operations Assistant at Torit Hospital.
- **Drop the application to the health Facilities listed above.**

Due to the urgency to fill this position, applications will be reviewed on rolling basis



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