



COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

CIDA - SOUTH SUDAN

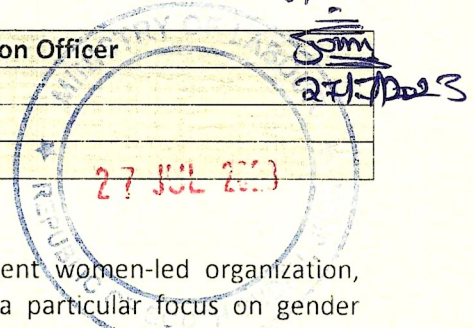
27 July 2023

JOB VACCANCY ADVERTISEMENT

50.4.3
Approved

Job Summary

Job Title	HR and Administration Officer
Location	Juba
Posting Date	27 th July, 2023
Closing Date	27 th August, 2023



Background:

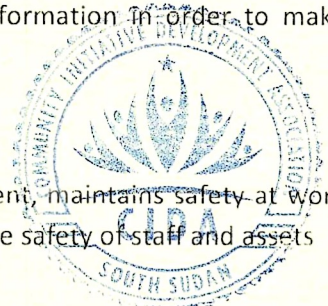
Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

Job Purpose: the human resources and administration officer provides advice and assistance to managers, supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policy and other related policies. The position coordinates the staff recruitment process. The human resources provide advice and support to staff selection committee and ensure that they have accurate and timely information in order to make effective decisions



Human Resource Management

- Promotes a professional, positive, and supportive work environment, maintains safety at work place by ensuring all offices meet required security standards for the safety of staff and assets



- Assists to maintain and update the personnel/ HR Manual as may be needed. Explain the provisions of the personnel policy and other related policies to staff.
- Maintains a working knowledge of national and state legislation that impacts the various facets of the personnel function to ensure practices and policies are in compliance.
- Coordinates benefit plan design. Communicate changes to staff through written materials or group presentation. Serves as information to staff in regard to individual or group benefits. Provide advice and assistance to staff and management on pay and benefits systems.
- Coordinates the development of a structured, competitive employee compensation program to include the use of job description, salary ranges and merit increase guidelines.
- Develops and maintains staff job description.
- Processing monthly payroll.
- Provide timely notification to Managers and Supervisors when employee performance appraisals are due; advises Admin managers/ED of excessive delays and provide salary changes to finance managers for payroll processing
- Advice and processing of staff salary and salary loans.
- Spearhead in recruiting, interviewing and selecting of candidates for designated position vacancies using productive sources and methods including internal candidates.
- Conducts orientation sessions for new employees.
- Maintains complete and personnel files and required employment documentation for all employees in compliance with recommended record keeping practices and HR policy.
- Generates various routine or ad hoc reports for the Admin Manager for oversight or internal control.
- Counsels' management and staff on personnel related issues such As discipline, terminations, personality conflicts, job transfer, policy interpretation, and other sensitive issues.
- Assists finance manager in managing employee/ volunteer/consultancy contracts, checking when contracts are ending, and request for updates and communicate accordingly to staff/volunteer/consultancy of contracts notification.

Education Qualifications

- Bachelor Degree or Post graduate diploma in Human Resource Management, Public Administration or related Discipline.
- Minimum 3-5 years of experience in HR & Admin

Skills required

- Strong facilitation skills
- Efficient operational skills
- Strong social and communication skills both verbal and written.
- Strong in decision making skills
- Strong planning and implementation skills and is able to analyze and come up with suitable and sustainable community driven solutions
- Excellent writing and reporting skills



- Fluent English both spoken and written
- Strong Community mobilization skills

Competencies

- Good planning and implementation ability
- Good understanding of broader Human Resources and Administration
- Ability to network, lobby and advocate on behalf of the organization
- Experience in preparing spreadsheet and risk management information system
- Stress management skills
- Interviewing skills
- Time management

HOW TO APPLY:

Qualified women are strongly encouraged to apply.

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: HRcidasouthsudan@gmail.com before the dateline 24th August, 2023.

The recruitment and filling of this vacancy is subject to the approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted.

