**CHARITY MISSION CORPS (CMC)**

**Unite and equalize in building better world for all**

JA Release Date: 10, January 2022

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| **Job Advertisement-Nationals Only** |

Charity Mission Corps Popularly Known as CMC is a non-Profitable, non- governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was founded by group of qualified south Sudanese Nationals with experiences in working with both National and International organization. The organization was initiated in 2017 and registered in 2018 with an aim of providing development and Humanitarian services to extreme communities affected with poverty and crises by enhancing transformation of their lives and ensuring total health and well-being. CMC is currently implementing the WASH project funded through the South Sudan Humanitarian Fund to respond to the emergency needs of the population in Pibor County former Jonglei State. This SSHF funded WASH project aims at providing equitable water, hygiene and sanitation services to the most vulnerable disaster affected population in Pibor for 6 months working towards alleviating lives and building resilience.

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| **Job Title** | **HR & Admin Officer** |
| **Location** | Juba |
| **Reporting to** | Executive Director |
| **Duration of Contract** | 6 Months |
| **Starting Date** | As soon as possible |
| **Deadline** | 21st January,2022 |
| **No. Position** | One |

Supporting Effective Humanitarian Partnerships’ is a global initiative to develop and strengthen interagency coordination around capacity strengthening platforms for local and national actors within humanitarian contexts. The aim is to create long-lasting humanitarian response capacity among CMC programs to realize the aspirations of CMC Vision, and Core Humanitarian Standard.

 The HR Officer will be responsible for administrative and payroll management, support recruitment of all new local position, participate in dealing with partners and the labor office. **S/he will preferably be a South Sudanese national while** the position and project is funded by south Sudan Humanitarian fund; the role and project are not to be viewed as being that of ‘CMC’ – but instead, as an initiative aimed at serving the wider humanitarian community beyond any one agency’s individual interests.

**Main Responsibilities.**

* Supervise and participate in the national staff recruitment process.
* Supervise national staff file.
* Update HR Data base timely.
* Payroll and Administration management.
* Participate to the development of field staff (Appraisal, Training, personnel policy).
* Participate in the activities in the activities of the base and HR department.

**BEHAVIOURS (Values in Practice):**

**Accountability:**

* Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Charity Mission Corps values.
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

* Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Charity Mission Corps, engages and motivates others
* Future orientated, thinks strategically

**Collaboration:**

* Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:**

* Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:**

* Honest, encourages openness and transparency

**QUALIFICATIONS AND EXPERIENCE**

* A degree in Business administration, HR or related field from a recognized learning institution.
* 2 years or more experience in Leadership skills in HR and Finance management position.
* Excellent knowledge and attention to detail with organization skills, maturity and the ability to work under harsh condition, pressure.
* Proven strategic planning experience and ability to support in decision making process at a senior management level.
* Professional and friendly communication skills with the ability to communicate with a wide range of stakeholders.
* Strong analytical and strategic planning skills.
* Experience of managerial, supervisory responsibilities including support to dev’t of other staff.
* Commitment to humanitarian principles and actions.
* Proficient in Microsoft office and advance Level of excel.
* Demonstrated creative and critical thinking skills.
* Strong communication and presentation skills.
* Hardworking with capacity to work independently with minimum supervision honest, integrity, open and transparent personality.
* Team player
* Work towards achieving a team goal and result oriented
* Persuasive and able to work in different cultural settings
* Motivated, energetic and strives to develop and support others
* Work for the best interest of the organization and community.
* Analytical and problem-solving, Planning, and organizing skills,

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**FURTHER INFORMATION & HOW TO APPLY:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to: Please send your applications, CVs, and Copies relevant certificates to the: (Human Resource Department Charity Mission Corps Juba, South Sudan ) or send by email to recruit@cmc-ss.org the closing date for applications is (21st January,2022)

Only shortlisted candidates shall be contacted for interviews.

* This position is open for South Sudanese nationals only.
* Female Candidates are encouraged to apply!
* Only candidates who meet the selection criteria will be contacted.