

SD-H3

JOB ADVERTISEMENT

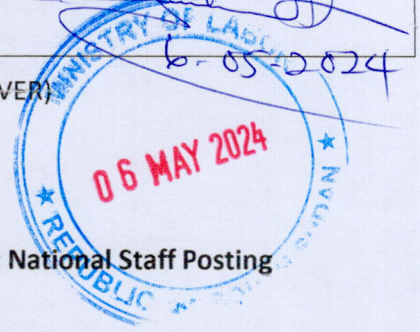
HUMAN RESOURCE SUPERVISOR (MATERNITY COVER)

Duty station: JUBA

Number of positions: One (1)

Date Issued: 06/05/2024

Category: National Staff Posting



I. 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.

1. Objectives:

- The HR Supervisor Supports the administrative coordinator and/or the HR manager with all HR related tasks and procedures.
- He/she supports the HR management of national and expatriate staff on the mission.

HR management of Personnel

- Participate to qualitative performance management and development process
- Ensure the administrative management of expatriates within the SI mission (file, visa, Alien Registration, work permits...)
- Keep informed of all bills and changes associated with employment law, employment in general, and staff training.
- Collect the necessary information to monitor changes in the cost of living
- Check dates of employment contracts and inform the administrator when they are due to expire
- Keep individual employee files up to date
- Ensure that procedures for recruitment and terminating contracts are adhered to
- Prepare new employment contracts
- Inform new employees about internal regulations
- Draw up administrative documents relating to employment contracts
- Record absences in the database
- Conduct the follow-up of annual performance reviews
- Verify the reimbursement of advances, medical fees and the payment of overtime
- Verify amounts of taxes and social charges and ensure that payment is proceeded to the organizations concerned
- Prepare the information and statistical data required for drawing up budgets and salary costs
- Assist the administrative coordinator with employee conflict management
- Compile and verify monthly the information entered by bases in the HOMERE software

National staff administration

- Assist with HR training sessions for the administrative teams
- Update the Human Resource Information system software (HOMERE) regularly with all staff information including leaves taken, overtime, allowances, contracts, evaluations, Disciplinary actions....)
- Responsible for the medical reimbursement follow up of national employees
- Monitor and follow up the effective planning of national staff annual leaves and update managers with leave information when requested
- Prepare and or oversee the pay roll for Juba and send to the admin coordinator for checking and validation
- Participate in the interpretation and application of the HR policies for Solidarites International and the existing local labour laws
- Participate in the orientation and induction of new employees in order to foster positive attitude within the staffs
- Ensure archiving and monitoring of individual files in a confidential manner/both digital and physical archiving
- Support in transparent recruitment process by respecting Solidarites International recruitment process and the NGO recruitment guidelines/existing labour laws
- Provide HR support to bases in the absence of the administrator
- Conduct the quarterly mailing of administrative archives to HQ after internal inspection

2. Accountability :

- Support the roll out of complaint response mechanisms.
- Cross check that all information related to complaints is properly recorded and logging into a formal database
- Harmonize the tools and train the teams of the different bases

Team Management

- Give appropriate and support/follow up to his/her team (cook and cleaner)
- Support in improving the performance of his/her team and access their performance on a regular basis of
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness...)
- Organize regular meeting with his/her team

3. Reporting / communication / representation :

- Participate in supervision of regulations in effect
- Support the HR Manager/Admin coordinator in coordinator with local authorities
- The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

7. III. Preferred Skills:

- Minimum Diploma or Degree in Human Resource Management, Administration or any other related field,



- Minimum Diploma or Degree in Human Resource Management, Administration or any other related field,
- At least 3 to 4 years' experience in Human Resource, Administration and team management is required,
- Ability to organize theoretical and practical training sessions,
- Must be familiar with national labour laws.
- Good knowledge and experience of working with local communities, authorities and partner agencies
- Good level of English (both written and spoken)
- Good knowledge of HOMERE Software will be an added advantage
- Possess remarkable ability of oral and written report communications,
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory,
- Team work and team management,
- Diplomacy and problem-solving attitude,

Line manager: **Admin Coordinator**

Basic salary : according to SI salary scale

Position open to local applicants .

Contract: fixed-term contract of 4 months, (Maternity Cover).

Working hours: From Monday to Friday 7:30-4:30. 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: 24/05/2024. Due to the Emergency nature of the position, applications will be checked on a rolling basis. Any application sent after this date will not be considered.

Women with the required qualifications are highly encouraged to Apply. Only qualified applicants will be contacted.

