

## South Sudan

# JOB VACANCY

**Position Title:** HR Officer (1 position)

**Location:** Renk

**Reports to:** Sr. HR officer

**Supervises:** None

**Relocation:** Non-relocatable

**Contract Type:** Fixed term contact

**Vacancy Number:** RI-SSD-HR-2026.03-JB008

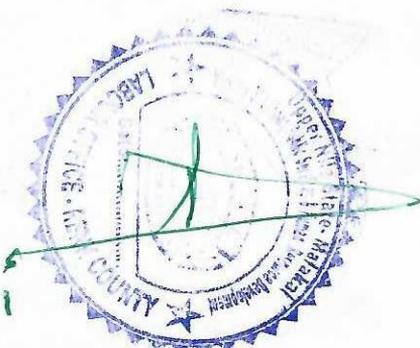
### About RI:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

### Position Summary:

The field HR officer provides functional/ technical human resource support and implementation. operational plans to enhance the organization's performance through staff in the designated field site.

This incumbent ensures the national HR practices are in accordance with the RI national staff regulations and compliant to the South Sudan labor law.



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## Key Responsibilities

### Recruitment and Selection

- Support and coordinate recruitment of national staff in respective field site in close collaboration with the Juba-based HR manager.
- Ensure recruitment documentation is prepared and communicated on time: These include job descriptions, adverts, and recruitment reports.
- Provide administrative support to the recruitment process that includes contacting candidates and giving feedback to non-successful candidates.
- Responsible for ensuring recruitment reports are compiled and filed appropriately.
- Responsible for development and maintenance of a proper filing system for recruitment documentation at the filed site.

### Contract Management

- Ensure 100% tracking and timely renewal of all staff contracts for the field site through the country office.
- Maintain a digital tracker for contract status, expiry alerts, and renewal approvals.
- Coordinate with the local Labor Office to secure approvals for all new hires and contract extensions within mandated timelines.
- Conduct monthly audits to verify contract completeness and compliance with labor regulations
- Ensure staff files are completed with all the necessary information, uploaded to SharePoint, and keep the hard copy safe and secure.

### Onboarding & Offboarding

- Coordinate full onboarding and induction for all new staff within the Renk field office.
- Support field staff to ensure they complete onboarding, onboarding checklists, mandatory trainings, and system access are completed.
- Oversee compliant exit processes clearance, documentation, and final payments for the field office.
- supporting exit process-Work certificate processing

### Compensation and Benefits

- Ensures timesheets are reviewed and approved by line managers and checks for quality assurance before submitting to payroll officer in Juba by the deadline each month.
- Responsible for managing annual and other leave types for the respective field staff ensuring there are plans to utilize the annual leave entitlements within the year of accrual including submitting monthly tracking sheet for annual leave to country office.
- Ensure all staff correctly and punctually fill out the timesheets. Responsible for ensuring overtime requests are according to the national staff regulations and the South Sudan Labor Act.
- Responsible for submitting all payroll changes including deductions, new hires, terminations and other exemptions to area manager for review and submission is sent to payroll officer by the deadline each month.
- Apply for leave on behalf of the employees who don't have RI email address on the Bamboo leave portal.

### Qualification and Minimum Requirements:

Applicants should;

- Bachelor's degree in business administration or others
- At least 3 years HR experience in related role, INGO sector preferred, not required
- Experience leading HR compliance trainings across multiple locations
- Demonstrated knowledge of and experience supporting investigations
- Excellent interpersonal, communication skills and coordination experience



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- Excellent time management skills and resourcefulness with strong attention to detail

### **GENERAL CONDITIONS:**

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

### **We would like to share Relief International's values with you:**

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

### **APPLICATION SUBMISSION CRITERIA**

#### **HOW TO APPLY:**

- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through <https://ri.bamboohr.com/careers/279> or **Drop your Application Direct to RI Renk Filed office**. All above mentioned documents should be non-returnable.
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- This is a national position.
- **Deadline: 21<sup>st</sup> March 2026-4:30 pm SSD local time**

### **Qualified Female are highly encouraged to apply**

