



50-H3

Job Title:	Roving HR Officer
Location:	Juba with frequent field visits across GOAL field sites
Reports to:	HR Manager
Posting Date	3 <sup>rd</sup> July 2023
Closing Date	20 <sup>th</sup> July 2023



3-07-2023

**General Description of the Programme**

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL is operating in eight counties across South Sudan in Central Equatoria, Warap and Upper Nile State and has operations in the Abyei Administrative Area. In collaboration with international and national partners GOAL implements projects in; primary health care (curative and community); therapeutic and supplementary nutrition; water, sanitation, and hygiene (WASH); and food security and livelihoods & Emergency Response.

**General Description of the Role**

The Roving HR officer will support the country HR office on the general oversight of all field HR functions at the field to improve the departmental performance within the strategic HR functions of the organization.

**Key Duties**

- Responsible for giving support to all GOAL field offices and in consultation with the HR Manager will closely work with the field HR officers, and the area coordinators in ensuring all the necessary HR support is provided when needed.
- To provide direct and indirect general HR support including the setup of HR systems in new and existing offices. This includes recruitment, onboarding, and HR orientation to new HR team in field offices as needed.
- Monitor and audit HR processes and records in field offices, provide guidance and recommendations to HR teams in areas of improvement and highlight any potential risks or non-compliance to relevant stakeholders.
- Provide support and guidance to HR team in field offices on general HR matters and manage the day-to-day employee relation issues.
- Provide updates on all field recruitment and share the updated recruitment tracker on weekly basis to the hiring managers and SMT.
- Responsible for ensuring all probation reviews are done and all documents are in place in the individual staff file.
- Follow up on all staff performance evaluations from the field offices for all staffs and ensure that all performance evaluations are tracked, and all evaluations are followed up during the annual evaluation for all the field locations.
- Follow up, track all monthly timesheets from the field locations for shared allocations and ensuring this has been tracked in the online tracker on SharePoint.
- Focal point person for all leave management for field locations with emphasis on weekly updates, based on data shared by the field locations.
- Perform any other relevant duties as requested by the supervisor.
- Ensure GOAL policies are signed by all staff and new entrants as required.

**Payroll**

- Focal point person for receiving all payrolls from the field locations, reviewing them alongside the supporting documents for any changes that need to be done in the payroll.
- Follow up all payroll related issues for field locations directly from the field HR persons or Area coordinator.



#### HR Compliance

- He/she will ensure there is general compliance in all GOAL field office in relation to HR functions, Policies & procedures which should be always monitored.
- Coordinate and provide support to field HR offices on ensuring fraud & corruptions and red flags are identified and addressed through the internal GOAL procedures as guided by the policies.

#### Filing and Data Management

- Work with the HR team in Juba and the field locations to capture all personnel file data as per the personnel file check list.
- He/she will carry out personnel file audit at each field offices to ensure that all personnel information is up to date and all in the individual personnel file.
- Provide support to the HR department to improve on the effectiveness and efficiency in personnel filing both manually and electronically.
- Carrying out all HR related document filing for individual staffs for documents received in relation to the staff and ensuring such documents are filed and the checklist is updated.
- Support the HR department in the updating of staff database.

#### Coordination

- In coordination with the senior HR Officer/ HR manager, ensure that all field-based staff contracts are up to date, followed and renewal & non-renewal processes are followed and executed on time.
- In coordination with the HR Manager, process all exit procedures with support from the field HR officers and ensure that terminal benefits are processed on time for all exiting staffs.
- Coordinate and compile the different field offices reports in regular basis and provide recommendations to HR Manager and Country Director as required.

#### Learning & Development

- The Roving HR officer will support and mobilise any field learning and development initiatives as requested by the HR Manager.
- Participate in providing refresher trainings for all field HR focal point persons on HR functions.

#### Financial Responsibility

- Support the HR department in providing data for budget preparation.
- University degree or Diploma in human resource management or business administration majoring in Human Resources or Social sciences
- 3-5 years of previous experience in a Human resources role preferably at a Roving level is required.
- Knowledge of the South Sudan Labour Laws
- Strong thinker with excellent organisational skills
- Skills in providing training across different cultural setups.
- Experience in liaising with other organisations and government agencies
- Fluent in spoken and written English.
- Knowledge of Arabic language or any local language is an added advantage to this role.
- IT literate with very good IT skills particularly in MS word, Outlook, Excel & Power Point
- Ability to prioritise a demanding workload and management of workload pressure.
- Able to travel to field sites with challenging conditions.
- Excellent cross-cultural skills
- Prior experience working in a multi-cultural environment is an added advantage.



Very good behaviour without any safeguarding issues which shall be crosschecked from previous employers.

#### Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of

people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

**Qualified female candidates who meet the above requirements are strongly encouraged to apply.**

### **Safeguarding**

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

### **Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

### **Application procedures**

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba
3. Note, this is a national recruitment for South Sudanese citizens.

