



**ST. THERESE HOSPITAL
CATHOLIC DIOCESE OF TAMBURA
YAMBIO
SOUTH SUDAN**



Job Advertisement

JOB TITLE: Human Resource Officer

DEPARTMENT: Human Resource

LOCATION:

St. Theresa Hospital Nzara

Deadline for Applications: 10th January 2022

CONTRACT LENGTH: 12 months

Renewable Annually

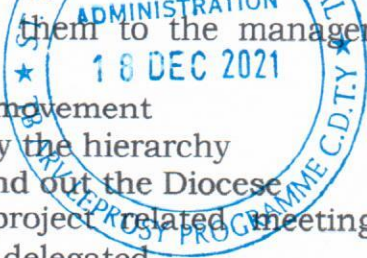
ABOUT ST THERESA HOSPITAL

St Theresa Mission Hospital Nzara is in Yambio, Western Equatoria. In spite of the population displacement due to conflict in other parts of the country the Nzara area remains relatively peaceful and secure. The Italian Comboni Order has worked in South Sudan for 50 years facilitating development of community health care, education and community support groups.

Edmund Rice Foundation Australia's (ERFA) financial support for training and infrastructure development at the Comboni managed Nzara Hospital has assisted healthcare of the STAR and Rainbow HIV/Aids communities and general population. With the transfer to the Tombura Yambio Diocese of the supply and distribution of medications for members of Star Support Group, who are living with HIV/AIDS, the Nzara Hospital, which is managed by the Comboni Sisters Order, has become the main location for the provision of medical services. Hence, in 2012 the Foundation began to assist to Nzara Hospital. The hospital provides general, maternal, child and infant medical care. It specializes in TB, HIV/AIDS and Leprosy treatment. Major illnesses are malaria, gastrointestinal disorders and complications arising from TB and HIV/AIDS. Nzara has an Antiretroviral Therapies (ART) Clinic and Medical Ward.

Responsibilities

- ✓ Recruit staff according to the CDTY manual policy and South Sudan public service regulations
- ✓ Issue and sign staff contracts, Work in collaboration with department/project managers.
- ✓ Managing work related reports and supervising all staff work issues related to human resource office.
- ✓ Preparing and sign bank and internal payroll, in calibration with accountant on daily, weekly and monthly duties.
- ✓ Evaluating staff performance, for promotion or termination
- ✓ Providing leadership and training to staff and ensure they work in respect of labor law, moral human right and the social teaching of the Catholic Church.
- ✓ Be responsible for assuring that all staff benefits are abide and respect the established standard operating security procedures

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- ✓ Produce yearly recruitment plans and submit them to the managers concern.
 - ✓ Manage and control staff attendance, leave and movement
 - ✓ Produce related reports as required/requested by the hierarchy
 - ✓ Attend meetings related to human resource in and out the Diocese
 - ✓ Attend coordination meetings or other project related meetings alongside the project manager or as may be delegated
 - ✓ Raise the staff profile of project activities at coordination meetings
 - ✓ Ensure that all staff documentations are properly maintained and kept
 - ✓ Check cash request/requisition for daily/weekly operation related to personnel budget line
 - ✓ Carry out regular field visits to project sites
 - ✓ Participate in the recruitment of project staff who will be working under his indirect supervision
 - ✓ Undertake any other duty related to the office as may be directed or requested by hierarchy.
 - ✓ **Qualifications and Job requirements**
 - **Bachelor's degree in human resource management or equivalent qualifications from recognized Institution**
 - **Three years' experiences working in similar position with NGOs, Church organization in Particular**
 - **Excellent Computer skill in Microsoft Office Excel and word as well as ability to work with HR Software.**
 - **Proven knowledge and direct experience in the following areas: recruitment, Staff Data base Management and filing. compensation and benefit, employee relations and communications, performance Management and HR practice. Staff welfare, Disciplinary action and Grievance management, Staff Exit Management,**
 - **Thorough understanding of South Sudan labour laws**
 - **Ability to coordinate and prioritize conflicting assignments**
 - **High sense of professionalism and confidentiality**
 - **Tact and diplomacy in Handling sensitive issues**
 - **High level of interpersonal and negotiation skills and ability to work as part of multicultural team**

How to Apply

Interested applicants should submit their application together with resume/CV to the below addresses indicating position applied for on the subject line. Include telephone and email contact of 3 references and your daytime telephone/cell phone contact. This position is open for South Sudanese National only and female candidates are encouraged to apply. Only shortlisted candidates will be contacted

St. Theresa Hospital Human Resource Office Nzara hrnzarahospital@gmail.com	CMMB SS Human Resource Office Yambio Gbudue Stadium Road, Block 9, Plot No 93 WES 0929989819 HRM CMMB SS Contact	Catholic Diocese of Tambura Yambio (CDTY) Human Resource Office Curia
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