

50.11.23
Approved by
Inspector



221612021
Charity and Empowerment Foundation



Job Vacancy

Job Title	Human Resource (HR) officer
Number of positions	One (1)
Duty Station	Juba
Reporting to	Executive Director
Duration	Twelve (12) Months with Possible Extension
Position opened for	South Sudanese Only
Desired Start date	August 1, 2021
Advert started	June 22, 2021
Advert ended	July 10, 2021

Background

Charity and Empowerment Foundation (CEF) is a national organization established in 2017 to address the most urgent and pressing needs of the people of South Sudan. The aim of forming CEF is to lead positive social change by empowering communities to improve their healthy living conditions, fight poverty, illiteracy, marginalization, injustice, dictatorship, and traditional institutions that oppress and discriminate women. By following its mission, CEF is looking for experienced human resource officer with a proven integrity and professionalism to fill the vacant position of human resource officer in Juba, South Sudan.

Duties/Assignments:

The HR Officer will:

- Oversee the staff welfare and ensure timely and accurate staff performance review, leave plan, and contract extension.
- Responsible for preparing job advert, calling the shortlisted candidates, and prepare the place for the interview.
- Keep the records of the staff.
- Prepare the end of contract notice and submit it to the individual staff after the signature by the Executive Director.
- Prepare monthly payroll and share it with finance manager.
- Prepare and manage staff time sheet.
- Provide orientation and training to the organization staff on code of conduct and CEF policies.

1st Floor, Yaro Plaza, Addis Ababa Road, Hai Cinema, Juba, South Sudan. Tel: +211929991080; Email: admin@cef-ss.org. Website <https://cef-ss.org>

- Take other responsibility assigned by the Executive Director.

Desired Qualification

- Bachelor Degree in Business Administration, or Psychology
- Four years experiences working with human resources department of international or national humanitarian organization.
- Ability to work independently.
- Ability to lead induction for new staff.
- Ability to manage staff welfare needs.
- Ability to work jointly with other staff within CEF.

Desired Skills

- Strong interpersonal skills and demonstrate ability to establish effective working relations with staff, beneficiaries, and other stakeholders.
- Ability to plan, organize, implement, and report on time.
- Ability to strictly observe and respect the code of conduct of the organization.
- Must be fluence in English.
- Advanced MS office knowledge

How to apply

Qualified applicants should submit their applications, resumes, copies of certificates, and nationality certificate ID to Acting HR officer, Charity and Empowerment Foundation, 1st Floor, Yaro Plaza, Addis Ababa Road, Hai-Cinema, Juba. Or sending them via cef.jobs@cef-ss.org by **9 July 2021 at 5:00 PM CAT**. Your email subject must be **Application for HR officer Position**.

Only shortlisted candidates shall be contacted.

Women candidates are strongly encouraged to apply.



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