

## Job Advertisement

### Promoting Civic Engagement and Peace (PCEP) Program

#### SCOPE OF WORK

**TITLE:** Human Resources and Administration Officer (HRO)  
**DURATION OF CONTRACT:** One-year, renewable  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Human Resources and Administration Director (HDR)



#### **Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan will be implementing the five-year, Promoting Civic Engagement and Peace (PCEP) Activity in South Sudan. PCEP will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation.

#### **Position Summary:**

The Human Resources and Administration Officer (HRO) will support the HRD to ensure the good management and maintenance of the human resources for the PCEP program. The HRO is responsible for maintaining the project's Human Resource (HR) systems and records, according DT Global / PCEP and US Government rules and regulations. Furthermore, this position will manage liaison and coordinate closely with the Human Resources team in Juba and field offices.

#### **Duties and Responsibilities:**

- Recruitment of staff: In coordination with the Regional Program Managers and other line managers, receive all recruitment requests and ensure approvals by the labour office. When the recruitment is completed, open file for the respective employee and ensure all records are properly filed
- Tax Returns: In coordination with finance department, ensure that all tax returns are remitted to the local authorities as per South Sudanese law
- Staff Appraisal: Maintain the staff appraisal schedule and inform the employees and the line managers of their due dates, as well as follow up with both the employees and line managers for the submission of the completed appraisals
- Timesheets: Send the monthly timesheet submission reminder and timesheets copies to all employees. Receive all the timesheets and check for accuracy, and submit for payment
- Preparation of staff contracts, renewals, amendments, and terminations: Ensure that all staff are issued contracts on commencing employment with DT Global South Sudan / PCEP or notice is given to all the employees whose contracts are ending. In coordination with HRD, ensure that all termination cases are approved by the COP and labour office and keep reports of all staff incidents for future reference.
- Online records retention and filing system: Scan and upload the employees recruitment documentation and retain hard copies as per regulations
- Reporting, Compliance and Other: Provide complied weekly reports of all HR activities to the HRD. Ensure compliance with all statutory requirements and brief key programme in new requirements; Liaise with other NGO's regarding current HR issues and concerns; Perform any other task as required.

#### **Education and certifications:**

- University degree in Human Resources or related field required.

#### **Key Position Competencies and Experience:**

- Minimum of four (4) years of previous experience in a professional human resources role, including at least a year with an International Implementing Partner or Non-Governmental Organization
- Prior experience working with on USAID funded projects
- Strong working knowledge of South Sudan Labour Laws
- Experience in liaising with other organisations and government officials
- IT literate, with good report writing skills and proficiency with Microsoft Office applications
- Fluent in spoken and written English (Arabic an advantage)
- Flexible, creative, and prepared to work effectively to meet deadlines in a demanding work environment

**DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

*DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*

To apply, please send your **CV and Letter of Motivation** to [PCEP-administration@dt-global.com](mailto:PCEP-administration@dt-global.com). **Include the name of the post AND the location of the post you are applying for in the Subject line**, for example, if you are applying for the post of Procurement Officer in Wau, the Subject line of your email submission will read "Procurement Officer-Wau"; if you are applying for multiple locations for the same position, include all the locations in the Subject line, for example "Procurement Officer-Wau, Juba, Bentui". Please submit separate emails for each post if you are applying for multiple posts. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions in Sunday, November 18, 11:59PM, East Africa Time**

