

People & Culture Officer – South Sudan

Job Code: HRES70057

Job Family: Human Resources

Compensation Band: Band JJ



About STRIDES:

The Strengthening Infectious Disease Detection Systems (STRIDES) activity is a critical addition to the United States Government's global health security response. The STRIDES multidisciplinary team of experts quickly mobilizes to help partner country governments halt outbreaks before they spread. STRIDES also strengthens disease surveillance, laboratory networks, and reporting systems so countries can effectively prevent, detect and respond to emerging infectious diseases with the potential for outbreak.

Job Summary:

The People & Culture Officer delivers professional-level P&C services for the country office, supporting staff in the areas of recruitment, employee relations, performance management, benefits, administration and compliance. The role provides first-line guidance on routine policy application and contributes to the continuous improvement of P&C processes.

Accountabilities:

- Manages recruitment processes from requisition approval to onboarding.
- Advises employees and supervisors on policy interpretation and application, escalating complex or sensitive matters to the P&C Partner.
- Manages employee relations and conflict resolution, serving as a point of contact for routine workplace concerns and grievances.
- Coordinates learning and development activities.
- Liaises with external entities, including the Ministry of Labor, ensuring timely submission of statutory documentation and compliance with reporting obligations.
- Maintains and oversees the integrity of employee files (hardcopy and electronic) in accordance with FHI 360 policy and South Sudan legal requirements, ensuring audit readiness.
- Supports requests during internal and external audits by preparing and providing required P&C documentation.
- Supports the performance management cycle, including goal setting, reviews, reminders, and completion tracking.
- Supports timekeeping compliance, assisting staff with timesheet submission and resolving related queries.
- Processes employee benefits enrolment, changes, and queries, liaising with providers as needed.
- Maintains HRIS data integrity, timely processing of actions, and generates reports when needed.

- Update and maintain tracking documents and the organizational chart for staffing and any P&C tracking requirements.
- Drive wellness initiatives for the office, increasing staff morale.
- Other duties as assigned.

Applied Knowledge & Skills:

- Strong knowledge of local employment law and HR best practices.
- Ability to provide policy guidance and resolve employee concerns.
- Proficiency with HRIS systems and reporting tools.
- Strong interpersonal and conflict resolution skills.
- Strong attention to detail and accuracy.

Problem Solving & Impact:

- Resolves moderately complex P&C issues with limited supervision.
- Recommends process improvements to enhance service delivery.

Supervision Given/Received:

- Reports to the P&C Manager

Education & Experience:

- Bachelor's degree in HR, business, or related field required.
- 3–5 years of progressively responsible HR experience, preferably in an NGO or donor-funded environment.
- Proficiency with MS Office Suite (Word, Outlook, Excel, PowerPoint, Access) and HRIS/Payroll systems.
- Good working knowledge of English (written and spoken) required.

Typical Physical Demands:

- Typical office environment.
- Ability to sit and stand for extended periods of time.
- Ability to lift 5 - 25 lbs.

Technology to be Used:

- Personal Computer, Microsoft Office 365 (i.e. Word, Excel, PowerPoint, Skype/TEAMS, e-mail), office telephone, and printer/copier.

Travel Requirements:

Less than 10%



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How to Apply:

FHI 360 has a competitive compensation package. Interested candidates may apply by visiting www.fhi360.org/careers and uploading their Curriculum Vitae (CV)/Resume, Copies of Certificates and Names and Addresses of three (3) referees.

FHI 360 is an Equal Opportunity Employer. Closing Date: 15 September 2026. Only shortlisted candidates will be contacted.

