



CONCERN
worldwide

VACANCY ANNOUNCEMENT

HUMAN RESOURCE OFFICER-NYAMLEL

Contract Duration: 1 Year with 3 months' probation

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan

Concern South Sudan is looking for a suitable candidate to fill the position of Human Resource Officer to be based in Nyamlel, Lol State.

Job Purpose:

Reporting to the Area Coordinator, to provide HR functions support to Concern's programme in Nyamlel, including prompt principled and policy-driven HR support in accordance with Concern's HR Policy to the concerned Managers and staff in Nyamlel Programme through the Line Managers.

Main Duties & Responsibilities:

- Maintain a database and monitor expiry dates of all staff contracts and renew as and when necessary with the consultation of the HR manager
- Track probation reviews with timelines and ensure outcomes are communicated formally through letters.
- Handle employee grievances formally and forwarded them to the management for decision-making.
- Provide employee numbers and open individual files for new employees
- Monitor staff absence and leave and ensure the filing of appropriate documentation
- Prepare leave roster and monitor submission of leave authorization forms for all staff
- Ensure accurate filing of all staff related correspondence Receive the recruitment requisition, prepare appropriate vacancy for both internal and external announcement and ensure the timely placement of the vacancy announcement in appropriate media
- Support benefits and compensation administration ensuring internal equity and compliance with organizational policies and applicable laws.
- Administer the medical cars for staff and liaise with health service providers.
- Compile and assist with the shortlist of the candidates and invite short listed candidates for interviews
- Follow-up on recruitment exercises till completion and make recommendation to the HR manager;
- Liaise with the HR Manager to ensure the implementation of competencies profiling in all aspect of job definition and hiring;
- Participate in Interviews as and when necessary
- Monitor and follow up the proper completion of the staff PDRs and prepare a report to the HR manager
- Monitor, follow-up, collect and inform the HR manager of the status of probation, mid-year and annual review processes,
- Follow-up the collection of salary surveys, assist in the data analysis
- Participate in staff salary and benefits reviews and analysis,
- Regularly address queries from managers and staff on their benefits.
- Ensure all new staff are taken through orientation process within probation period;



- Monitor, follow-up, collect and inform the HR manager and Country Director of the status of probation, mid-year and annual review processes,
- Identify appropriate training programs and discuss options with the HR manager
- Ensure the implementation of identified staff training and development activities with the coordination of the HR manager
- Propose improvement to HR policies and procedures and ensure manuals are regularly updated
- Provide guidance to managers on HR policies and related issues including development of job descriptions and management of performance;
- Visit offices and identify employee concerns and propose ways to address those concerns and report to HR manager
- Organize and ensure the implementation and participation of staff in social activities
- Prepare the monthly HR reports and submit to the HR Manager
- Reporting to the HR manager on recruitment and transition data of the Country Office

Required Education Qualification and Experience

- Degree in Resources Management, Business Administration and relevant discipline from a recognized Institution
- Two to three years of experience in a similar role

Technical Skills

- Have excellent interpersonal, written and oral communication and presentation skills;
- Ability to work with minimum supervision;
- Ability to multi-task and work within deadlines;
- Proficient in use of Microsoft applications, including Word, Excel, PowerPoint & Outlook (or similar software);
- Knowledge of databases and skills needed to access, assess, and analyze information; Basic analytical and statistical skills
- Good Knowledge of HR practice, policy and procedures
- Understanding of South Sudan Labour Law 2017
- Main high level of confidentiality

Competencies

- Integrity for this position is critical
- Team player with excellent inter personal and communication skills
- Excellent analytical and decision-making skills
- Excellent supervision and leadership skills
- Honest, diplomatic and a positive attitude
- Proactive and reliable
- Ability to organize and coordinate schedules, including effective supervision and delegation
- Works effectively and cooperatively with others towards shared goals, establishing and maintaining principle-centred working relationships and possesses excellent planning and organization skills.
- Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain their message.
- Demonstrates ability to use innovative approaches, strategies and personal initiative.



Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: HR Department – Nyamlel Office, our head office located at Tongping, Airport Road Opposite Ebony Bank , not later than Tuesday 30th November 2020 or email it to; vacancies.juba@concern.net
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. A detailed Job description will be provided to the successful candidate at the time of appointment.

