



JOB ADVERTISEMENT

HUMAN RESOURCE RESPONSIBLE – MATERNITY COVER

Duty station: JUBA

Number of positions: One (1)

Date Issued: 21/10/2025

Closing Date: 7/11/2025

Category: National Staff Posting



I. Presentation of organisation:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian organization which for more than 40 years has been providing Assistance to population affected by armed conflicts and natural disaster by meeting their vital needs for food, water & shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world. SI's intervention provides expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential areas of food security and livelihood. Present in around 20 countries, SI's team – 2000 people in total made up of expatriate and national permanent staff at headquarters and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarites International (SI) is determined to prevent and fight all types of abuse – all acts of Exploitation, abuse and /or sexual harassment (SEAH) Against members of beneficiary communities or collaborators against fraud, corruption, violation of peoples and/or property funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero -tolerance policy regarding acts of SEAH.

Solidarites international is an equitable employer committed to fighting all forms of discrimination. SI will not ask for remunerations take part in a recruitment process.



Goal / Purpose:

- The HR Responsible (Maternity Cover) assists the HR coordinator with all HR related tasks and procedures. He/She is in close contact with the Admin Manager of the bases too.
- He/she supports the HR management of nationals and expatriates on the mission.

PRIORITIES IN THE FIRST 2-3 MONTHS

- Become comfortable and confident with payroll
- Assist in recruitments on the mission
- Apply the medical insurance plan to all staff
- Work independently as much as possible and respect deadlines

**KEY ISSUES & SPECIFIC CHALLENGES**

- Working in fast paced environment that is growing in terms of staffing, projects and locations.
- Being the focal point for payroll every month and using HOMERE,
- Managing a large number of recruitments and making sure that the best candidates are hired by applying active recruitment.
- Following up with national and international managers on making sure that HR processes are followed and respected.

Responsibilities and Tasks:**HR management of expatriates and nationals**

- Organize the administrative briefing for expatriate employees
- Ensure the administrative management of expatriates within the SI mission (file, visa, plane tickets...)
- Keep informed of all bills and changes associated with employment law, employment in general, and staff training.
- Collect the necessary information to monitor changes in the cost of living
- Check dates of employment contracts and inform the relevant managers when they are due to expire
- Keep individual employee files up to date in the absence of the HR Officer.
- Ensure that procedures for recruitment and terminating contracts are adhered to
- Prepare new employment contracts
- Inform new employees about internal regulations





- Draw up administrative documents relating to employment contracts
- Record absences in the database
- Conduct the follow-up of annual performance reviews
- Act on behalf of the HR Coordinator in his/her absence.
- Verify amounts of taxes and social charges and ensure that payments are proceeded to the organizations concerned
- Prepare the information and statistical data required for drawing up budgets and salary costs
- Assist the HR coordinator during meetings with personnel representatives
- Compile and verify monthly the information entered by bases in the HOMERE software

Team management

- Assist with HR training sessions for the administrative teams
- Provide HR support to bases in the absence of the Admin Manager
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness...)

Administrative management of the mission

- Ensure physical and IT archiving, as well as securing administrative documents, in the absence of the HR Officer
- Conduct the quarterly mailing of administrative archives to HQ after internal inspection

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

III. Required Qualifications and Professional Experience:

- Degree in Human Resource Management or other relevant discipline (Psychology, Finance, Administrative studies. etc.)
- A first experience in the humanitarian sector would be an asset.
- Working experience of 3-4 years on a similar position



- Good Writing, analysis and synthesis skills
- Good Communication Skills
- Knowledge and understanding of the South Sudan labour law and the NGOs
- Pro-activeness and solution oriented
- Team works in a multicultural context



Line manager: HR Coordinator

Contract: fixed-term contract of 3.5 months.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to nationwide applicants.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International Office in Juba, Plot No. AX III SS Block3, Hai Cinema Opposite Islamic Relief International.**

, In Malakal Office at the Humanitarian Hub & In Renk office Opposite WHO office in Suk Juma Along TC road.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Please note that CV's will be reviewed on a rolling basis and SI reserve the rights to close the application process when a suitable candidate is found. Finally, SI will appreciate indigens from Upper Nile state who are willing to live and work in Malakal to apply

Deadline for submitting applications is: 7/11/2025. Any Application sent after this date will not be considered.

SI strongly encourages women who qualify to the position to apply. Emphasis will be given to women with relevant qualification or experience.

