

ADVERTISEMENT: HUMAN RESOURCE OFFICER

Centre for Emergency and Development Support (CEDDS) is a National NGO registered by the relief and rehabilitation commission (RCC) in South Sudan. Since 2005, we have been working together with partners and other stakeholders to achieve a poverty free society that is socially and economically self-reliant and conscious about basic human rights and dignity.

In Northern Bahr El Ghazal, CEDDS has been implementing a number of projects in different sectors including WASH, food security and livelihoods, health, Sexual and Gender based Violence among others with funding from different donors and partners. CEDDS is now looking to recruit **Human Resource Officer (HRO)** to support the human resource management functions for the organization.

Position: **Human Resource Officer**

Duty Location: **Aweil Town, Northern Barh El Ghazal, South Sudan**

Reports to: **Country Programmes Manager (CPM) with matrix reporting to the finance manager (FM)**

The officer will support the organization in;

- Maintain staff records ensuring that staff information is up-to-date with all the information as outlined in the organizations human resource policy.
- Prepare staff induction programmes and ensure that all the recruited staff are properly inducted before commencing their duties.
- Ensuring that the staff are regularly trained and aware of all the organizational policies
- Providing feedback to the management on the human resource policy and supporting the SMT to ensure that this is up-to-date.
- Ensuring that the staff attend work timely and regularly, the staff attendance list is up to date.
- Ensuring that staff timesheets are developed and submitted to the finance manager on time.
- Updating the organizational HRMIS and ensuring that all staff information is accurate.
- Taking lead in personnel recruitment and talents acquisition.
- Conduction training needs assessment, developing and managing the staff training schedule.
- Work closely with relevant manager to ensure that performance agreements and performance appraisals are routinely carried out.
- Taking lead in managing staff related issues including disputes and complaints.
- Carry out any other role as assigned by the supervisor.

The desired candidate for this position needs to have these minimum qualifications;

- At least an undergraduate degree or diploma in human resource management or business administration
- Active hands on experience as a human resource officer in an NGO or company.
- At least 3 years active practise of human resource management in an emergency setting.
- Excellent reporting skills.
- Have good computing skills and communications skills.
- Must have knowledge of South Sudan Labour law and international labour law.

If you meet these required qualifications and is interested in joining our dynamic team, please send **your motivation letter and a resume of STRICTLY not more than 3 pages** to: vacancies@cedss.org mentioning **your expected gross salary before the 20th December 2019.**

Hard copy applications can also be **dropped at our Aweil Office (Hai Mathiang, Aroyo road, Aweil Town) or our coordination office in Juba (Hai - Malakal, cemetery Road, behind Eritrea Embassy, Juba)**

Only shortlisted candidates will be contacted for interviews.

NOTE. CEDDS is committed to diversity and inclusivity within its workforce, and encourages qualified female candidates to apply. CEDDS does not tolerate any form of canvassing and any attempt will lead to automatic disqualification.

Only attach copies of your documents and the submitted copies are not returnable.

*Approved by department of labor and public service
Ahmed Ghaleb*

3/12/2019

