



50: H3
JOB ADVERTISEMENT
PRE-GRANT RECRUITMENT UNDER MDTF PROJECT

Job Title:	HR Officer (2 Positions)
Work Location:	Ulang & Twic
Recruitment Status	Relocatable/ non-relocatable
Reports to:	Area Programme Operations Coordinator & HR Manager
Posting Date	6th May 2024
Closing Date	24th May 2024



General Description of the Programme

Established in 1977, GOAL is an international humanitarian and development agency, with a team of 2,400 personnel, dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has been working in South Sudan since 1985 with a focus on Health, Nutrition, WASH, Food Security, and livelihood interventions, and is continually adapting and responding to the context to support the people in need. GOAL currently operates in Abyei Special Administrative Area, Kajo-Keji, Twic (in Warrap State), Renk, and Ulang Counties and is working to expand its operations to other parts of the country where humanitarian needs are immense.

GOAL is in the final process of acquiring grants under the upcoming MDTF project for Lot 22 & 24 that will be implemented in Warrap state, Abyei administrative Area and upper Nile state particularly in Ulang & Nasir County that is scheduled to start by 1st July 2024. With the coming of the MDTF project, GOAL is strategically recruiting for various positions under this project to ensure that all staffs required to kick start the project are all in place. Therefore, these recruitments are a pre-grant recruitment, and the staffs will be brought on board once GOAL has finally gotten the grant.

Job Purpose

The HR Officer will be responsible in handling and managing the daily administrative and HR duties at the field office. The HR Officer shall also serve as the focal point person between Management and employees and ensuring smooth and prompt communication and resolution of any HR queries as guided as guided by the line manager.

Duties and responsibilities

I. Recruitment, selection & Induction

- Obtain approval from supervisor and programme team to fill up vacant position at the field location.
- Participate in reviewing all JDs for positions at the field locations and ensuring that all JDs are on the standard GOAL JD template.
- Receive job applications submitted at the field locations and keeping them secure and safe until the job application deadline.
- Participate in assessment of applications through reviews and carrying out longlisting for applications that meet the job application criteria.
- Coordinate interviews and draft assessment reports.
- Carry out candidate due diligence exercise and report findings through carrying out reference checks for selected candidates.



- Conduct induction and orientation and induction for new employees through the GOAL standard induction template.
- Coordinate with the line manager in preparation of Job offers and employment contracts for new employees.
- Monitor daily labour engagements and ensure that all paperwork for any daily worker engagement is properly filled and approved before engaging the labourer.
- Responsible for ensuring all probation reviews are done and all documents are in place in the individual staff file.

2. Leave and absence management.

- Receive and process leave requests for employees on the GOAL standard leave form.
- Maintain and update the leave register/tracker and share with the HR manager every Friday of each week.
- Provide frequent updates on staff leave balances to their respective Supervisors and encourage staffs to take their leaves to zero balances each year.
- Monitor staff daily attendance to work by setting up attendance books for staff in each location.
- Report staff absenteeism to Supervisor/area programme coordinator and provide guidance on penalties as per the organisational policies.

3. Remuneration and benefits administration

- Prepare payrolls for each field location and share with the HR manager by 15 of every month with all the supporting documents shared for any payroll adjustment that would have taken place.
- Receive and process employee claims through conducting employee clearance and sharing the completed form with the HR manager for benefits processing.
- Issue monthly payslips to the employees.

4. Performance appraisal

- Disseminate performance appraisals forms to the employees and their supervisor.
- Follow-up on uncompleted performance appraisal forms
- Compile and report staff performance in the format required as per the performance evaluation form and share all completed performance evaluation forms with HR team in Juba.

5. Training and development

- Coordinate and compile staff training documentations and share with the line manager for further management.
- Coordinate training sessions and employee development programs.
- Report status of implementation/achievement of staff training and development programs

6. Transfers and re-deployments

- Receive and process employee transfer requests.
- Communicate employee transfers through their supervisors and alert the HR manager about such transfer requests for purposes of preparing the transfer letters.
- Facilitate employee transfers/ redeployments through following their transfer letters from the head office.

7. Employee grievance and discipline

- Receive staff grievances.
- Coordinate grievance resolution process in accordance with HR policy.
- Communicate remedies to concerned parties.
- Coordinate disciplinary procedures in accordance with HR policy.
- Maintain disciplinary records.

8. Separation and coordination of employee exit processes



- Receive and communicate employee termination.
- Follow-up on uncompleted exit forms
- Generate terminal benefits processing procedures and follow-up.

9. HR Compliance

- He/she will ensure there is general compliance in all GOAL field office in relation to HR functions, Policies & procedures which should be always monitored.
- Coordinate and provide support to field HR offices on ensuring fraud & corruptions and red flags are identified and addressed through the internal GOAL procedures as guided by the policies.
- Receive and respond to all internal and external HR related inquiries or requests in consultation with Supervisor.
- Preparation of staff files at the field locations as per personnel file check list.
- Monitor and audit HR processes and records in field offices, provide guidance and recommendations to supervisors & managers in areas of improvement and highlight any potential risks or incompliance to relevant stake holders.

Filing and Data Management

- Work with the HR team in Juba and the field locations to capture all personnel file data as per the personnel file check list.
- He/she will carry out personnel file audit at each field offices to ensure that all personnel information is up to date and all in the individual personnel file.
- Provide support to the HR department to improve on the effectiveness and efficiency in personnel filing both manually and electronically.
- Carrying out all HR related document filing for individual staffs for documents received in relation to the staff and ensuring such documents are filed and the checklist is updated.

Coordination

- In coordination with HR manager, ensure that all field-based staff contracts are up to date, followed and renewal & non-renewal processes are followed and executed on time.
- In coordination with the HR Manager, process all exit procedures with support from the field HR officers and ensure that terminal benefits are processed on time for all exiting staffs.
- Coordinate and compile the different field offices reports in regular basis and provide recommendations to HR Manager and Country Director as required.

We are Open and Accountable

We create a climate of trust inside and outside the organisation by being open, honest, and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

Behaviours

The successful candidate must have high attention to detail, be responsible to manage own workload, and be a proactive communicator to request support or escalate issues. He/she should be a strong team member and able to support colleagues remotely.

Requirements for the Job

Essential

- University degree or Diploma in Human resource management or business administration majoring in Human Resources or Social Sciences.



- 3-5 years of previous experience in a Human resources role preferably at a Roving level is required.
- Knowledge of the South Sudan Labour Laws
- Strong thinker with excellent organisational skills
- Skills in providing training across different cultural setups.
- Experience in liaising with other organisations and government agencies.
- Fluent in spoken and written English.
- Knowledge of Arabic language or any local language is an added advantage to this role.
- IT literate with very good IT skills particularly in MS word, Outlook, Excel & Power Point
- Ability to prioritise a demanding workload and management of workload pressure.
- Able to travel to field sites with challenging conditions.
- Excellent cross-cultural skills
- Prior experience working in a multi-cultural environment is an added advantage
- Very good behaviour without any safeguarding issues which shall be crosschecked from previous employers.



Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Application procedures & guidelines

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. Applications can be submitted through goaljobs@ss.goal.ie OR applications can be submitted to any of our field locations in Twic & Ulang
2. Applicants should ONLY apply for one position in a location that is deemed suitable for them. Applicants who apply for more than one location shall only be considered for one job location. Position & Work location should be clearly stated in the subject line of the application letter. **applications that are submitted without specifying preferred work location will not be considered.**
3. Applications submitted through any email that is not designated as official for this recruitment will not be considered under this recruitment.
4. Original documents are not allowed at this stage of recruitment and GOAL will not be held liable for any lost original documents that have been submitted at this stage of recruitment.
5. This is a national recruitment and south Sudanese citizens who meet the above requirements are highly encouraged to apply for this job.

GOAL *Handwritten signature*

