



JRS South Sudan – Vacancy Announcement Position Job Title – Country Human Resources Officer

Department: Human Resources

Location: JRS South Sudan Country Office Juba with frequent travel to field locations

Reports: Country Director

Duration: 1 year renewable

Organizational Context

The Jesuit Refugee Service (JRS) is ministry of the Society of Jesus, incorporated as an international non- governmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980 and now has a presence in over 56 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the field of education, reconciliation, livelihood activities and psychosocial support. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

Operational Context/Role

The Country Human Resources Officer (CHRO), under the supervision of the Country Director (CD) and in close collaboration with the International Human Resources Director, will ensure consistency and uniformity in the implementation of human resources policies and guidelines, by sharing best practices and ultimately by promoting the welfare of JRS staff in the Country Office. The CHRO will also lead the recruitment for JRS staff in the Country in collaboration with the Country Director. With this aim, the CHRO will actively contribute to the development and implementation of Human Resources policies, reinforce HR processes, and offer guidance and HR services to employees in the Country Office.

Key Responsibilities

Under the supervision of the Country Director, the Country HR Officer's main responsibility will be to lead the Human Resources Department with effective delivery of HR services, periodic review and implementation of JRS South Sudan HR Strategy. More specifically:

- Lead all HR related matters for the Country Office;
- Actively provide support to the Country Director, Country staff, Project staff, including the Project HR Officer on HR related matters;
- Plan and monitor HR operational and budget needs in order to efficiently manage the required HR needs and capabilities of the Country Office;



- Lead all activities related to the recruitment processes at Country level, ensuring a coherent management of administrative and legal procedures (recruitment, end of contract, payment of national and local taxes, proper upkeep of personnel files, management of overtime, etc.);
- Co-ordinate and lead on the development and implementation of a Professional Development strategy for staff in accordance with operational requirements, in evaluating employees' performance and in implementing the associated action plans;
- Define and coordinate the implementation of local regulations, reviewing salaries and taxes, in order to ensure internal equity, adequate competitiveness and legal compliance;
- Coordinate staff on-boarding activities including liaising with departments and following up on activities;
- Assist the Country Directors in dealing with grievances and in the implementation of disciplinary procedures;
- Assist with monthly payroll related activities and liaise with local labour agency when necessary;
- Assist with personnel administration by assembling and preparing necessary documentation, including the preparation of contracts for temporary staff and internships;
- Keep up to date all HR staff figures and produce human resources-related statistics;
- Lead the performance management process across the region including initiating, tracking and monitoring of the various stages of the process;
- Coordinate the implementation of all administrative local protocols and procedures, organise regular information meetings with all the staff and systematically participate in all briefings where HR expertise is requested (Finance, Programmes, and Administration);
- Act as a focal point for the country including responding to queries, follow up on information related to contracts, recruitment, security and safety and HR matters.

Field/Project-related activities

- To work in close collaboration with the Project Director and Project HR Staff to ensure correct application and consistency of HR practices;
- Frequently travel to the projects to provide HR support and capacity development;
- Assist the Project Directors and Project HR Staff in carrying out investigations, dealing with grievances and in the implementation of disciplinary procedures;
- To act as link between the International Office HR Department and the Project level;
- Together with the Project HR Staff, to advise the Project Director on major personnel issues, e.g., performance management (mid & annual appraisals) or where disciplinary action is required;
- To support the Project Director and/or the Project HR Officer to take decisions regarding security measures in situation of crisis within the Project, after consultation with the Country Director;
- Together with the Project Director and/or the Project HR Officer, if present, review all the HR policies and ensure compliance and consistency with the International policies and local labour requirements.
- Implement JRS HR core policies and international guidelines and protocols in line with international humanitarian standards (PSEA, Child Protection Policy, Anti-fraud Policy, etc);
- Assist in the implementation of the JRS Global Staff Care Programme (MHPSS, Security and Safety, Policies, Working conditions and Environment);
- Contribute to the shaping of JRS structure and designing charts and jobs to reflect that in order to efficiently support JRS activities in South Sudan;



- Provide up to date analysis of new trends in the area of Human Resources Management in the Country and suggest review and or update of best practices;
- Run specific surveys related to professional develop and staff well-being in the Country;
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Qualifications and Experience

- University degree in Human Resources or related field and/or a specific training, qualification or certification in human resources management;
- At least four (4) years of relevant professional experience;
- Good knowledge and experience in employment law, compensation, benefits administration, employee relations, security and safety, staff training and development;
- Experience in an NGO and/or international organization is a significant asset;
- Previous experience with a faith-based organization is a significant asset.

Languages

Excellent proficiency in written and verbal English; a professional working knowledge of a language spoken in the country and/or other JRS official language (French, Spanish) is desirable.

Required Skills and Competencies

- Good understanding of and commitment to humanitarian relief work and international development;
- High degree of discretion, tact and confidentiality in dealing with HR matters and stakeholders at all levels;
- Ability to positively influence others and successfully reconcile differences;
- Ability to work independently with minimal supervision;
- Ability to work in international settings and with various departments to implement successful approaches in Human Resources;
- Demonstrated ability and experience of working in a multi-cultural environment with good multicultural sensitivities and in a flexible environment;
- Demonstrated ability to work and deliver under pressure and tight deadlines;
- Good computer skills, including competence in Excel and familiarity with other databases;
- Good organizational skills and ability to perform multifaceted tasks in addition to day-to-day activities;
- Good analytical skills and sound judgement.

Travel

The position requires regular travel to JRS locations.

Core values and ethics

- Commitment to JRS's mission, vision and values; ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity;



- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with people, situations and information;
- Acceptance of diversity and inclusion as a core value.

Application information

All applicants are requested to submit the following documents:

Interested qualified candidates are encouraged to apply by latest close of business on 01 December 2022. The application package should include:

- 1) Curriculum Vitae (CV) in English, including three (3) professional references with contact information, phone and email addresses. Please note only references from direct Supervisors and received from official email addresses will be accepted.
- 2) A cover letter describing the candidate's desire and motivation to work for JRS and how her/his qualifications and experience are a good fit for this position
- 3) Copy of academic qualifications.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION – JRS – COUNTRY HUMAN RESOURCES OFFICER"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "QUESTIONS – JRS – COUNTRY HUMAN RESOURCES OFFICER"

JRS is an equal opportunities employer.

