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Approved by  
MUL/RC/11  
12/02/2024  
MINISTRY OF INSPECTOR  
REPUBLIC OF SOUTH SUDAN  
12 FEB 2024

## About

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered the under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives. In partnership with UN agencies, International Organisation and Diplomatic community our work since 2011 reached communities across 7 out of 10 states and 3 Administrative areas with

- Access to essential services including Health & Nutrition, Education, Protection
- Youth and Women Empowerment including Vocational and Business training
- Expression & Participation (Voice) including child led radio programing, Human rights monitoring among other advocacy efforts

## Vacancy Announcements

<b>Job Title:</b>	Human Resources Officer
<b>Duty Station:</b>	Juba (80%) and (20%) States
<b>Duration:</b>	12 months
<b>Application Deadline:</b>	5 <sup>th</sup> March 2024

## Job Summary

To guide and manage the overall provision of human resource services, policies and programs for Hold the Child in South Sudan, including administration of general Human Resources practices.

## Duties & Accountabilities

### Result #1: Compliance and Strategy (40%)

- Promote the organizational vision, mission, values and policies; and contribute to adherence among colleague staffs, and foster a professional working environment
- Appraise and keep an updated compensation strategy for all employees based on market research and pay surveys
- Contribute to the organization strategy development, with inputs in manpower planning including retention in compliance with the national labour laws
- In close collaboration with the management team, take lead in the development of staff wellness/care schemes and ensure that the overall staff wellbeing is taken into consideration through policy and practice
- Ensure job descriptions are up to date and compliant with all relevant standards and regulations
- Ensure Human Resource management goals are well aligned in with the organization's systems strengthening targets and operational strategies
- Support line managers in change management, restructuring, team building, and addressing organizational challenges through diagnosing issues and working collaboratively with staff and management for solutions.
- Ensure all organization's human resource policies are applied consistently
- Adhere to codes of conduct in all activities (e.g., UN Code of Conduct for the prevention of sexual exploitation and abuse and Hold the Child, Child Protection Policy), needs of vulnerable people, violations of human rights, child rights and women's rights (i.e., international conventions), and reporting mechanisms.

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### Result #2: Human Resources Business Processes (60%)







- Manage the staffing process, including recruiting, interviewing, hiring and on boarding. Using rigours reference checks to ensure clear records on SEA and Fraud
- Work in collaboration with team leaders to undertake structured induction session with new recruits, and performance management programs to help ensure employees understand their job responsibilities
- Maintain the organization chart and employee directory
- Use performance management tools to provide guidance and feedback to team
- Work in collaboration with team leaders to develop capacity building plans, training schedules including mandatory annual refreshers to ensure employee compliance and performance improvements
- Ensure contracts are completed in a timely manner, and staff payrolls are processed of in compliance with statutory requirements
- Ensure time-sheets and other staff performance tracking (weekly task sheets) are duly completed, certified and archived
- Ensure high level of confidentiality regarding personnel data and ensure that all employee information is kept up to date, is complete and held in a secure place.
- Ensure that staff leave days are updated regularly and are up to date.
- Work with Budget holders, Head of operation and Finance team to ensure effective human resource for forecasting, budget allocation, implementation and reporting
- Monitor employee standards compliance and relapses, contribute to management action (disciplinary procedures) and support restorative measures
- Collect, analyze and interpret information about changes in the operational environment, through staff survey and identify key HR issues for management's attention
- Ensure that exit interviews are undertaken with all staff leaving the organization and that any issues regarding staff retention are addressed
- Timely preparation and submission of quarterly reports, and contribute to the quarterly operational reporting and operational risk review processes

## Requirements

### Required

- Bachelor's degree in human resources management
- At least 3 years work experiences in all sectors in South Sudan context, and the use of digitalised HR systems
- Skills and experiences in remote management and willingness to travel expensively
- Flexible, diplomatic and have ability and willingness to live and work under pressure of workloads
- Fluent in English in every way, and Juba Arabic (spoken)

### Desirable

- Strategic technical and intellectual skills in teams management (team players)
- Good writing and communication skills (oral and written English)
- Demonstrate abilities to operate effectively in highly complex organisational contexts
- Possess strong interpersonal skills to harness team work, manage team disputes, build synergies and collaboration among operational base teams
- Demonstrable skills in Computer (MS Office skills – experienced user of Word, Excel, Powerpoint)
- Self-motivated and capable of proactive problem-solving when presented with a problem or issues
- Transparent, patient, adaptable, and able to work with little infrastructure which includes transport limitations, and culturally sensitive

## How to Apply

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Interested candidates who meet the above conditions should forward bring their applications and CVs to [info@holdthechild.ngo](mailto:info@holdthechild.ngo) or delivering hard copies to Hold the Child Juba Office by **5<sup>th</sup> March 2024**.

**Female application a highly encouraged**

Please note that only shortlisted applicants will be contacted. Do not submit original documents



A handwritten signature in blue ink, appearing to be a stylized name or set of initials.

