



BETTER HEALTH CARE ORGANIZATION

Improving health through local knowledge & skills

Website: www.better-healthcare.org
Email: info@better-healthcare.org



Organization: Better Health Care Organization -BHECO

Position: Human Resource Officer (Volunteer)

Number of Position: 1

Duty Station: Juba, Head Office

Contract Duration: 5 months (with possible extension subject to availability of funding)

Line Manager: Head of Program (HoP)

ABOUT BETTER HEALTH CARE ORGANIZATION

Better Health Care Organization (BHECO) is a national, non-profit humanitarian and development organization registered in South Sudan in 2015, dedicated to saving lives and improving maternal, newborn, child, reproductive, and community health outcomes and has been operating in South Sudan since 2017 BHECO is actively present in Central Equatoria State, and in Terekeka County, where it has been implementing various health projects since August 2024 with funding for improving maternal newborn and child health focusing on safe delivery with support from Grand Challenges Canada, Dovetail Impact Foundation in collaboration with county and the State Ministry of Health (SMoH) Central Equatoria State.

Through integrated, community-based health programs, BHECO increases access to quality and affordable health services for underserved and vulnerable populations—especially women, children, and rural communities—by supporting health facilities, conducting community outreach and mobile clinics, strengthening health worker capacity, promoting health education, implementing quality improvement initiatives, and supporting the Boma Health Initiative in fragile and hard-to-reach settings.

POSITION DESCRIPTION

The Human Resource Volunteer will provide professional and technical support to project Human Resource management functions, processes, and reporting under the direct supervision of the Finance Manager. The role involves contributing to HR systems, controls, and performance management for BHECO.

KEY RESPONSIBILITIES

HR Administration

- Assist with HR administration, including contracts, letters, and operational requests
- Manage staff contract files, ensuring accurate and up-to-date records
- Liaise with Labour office for relevant policies and staff recruitment issues

Office Logistics and IT Administration

- Support the HR & Operations Officer with office logistics and IT administration
- Provide technical support for HR systems and databases

Recruitment and HR Projects

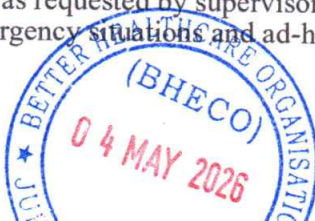
- Support the recruitment process through organizing interviews and sharing applications with line managers
- Support the HR team in delivery of key HR projects, including training and development initiatives

Communication and Liaison

- Liaise with teams and deal with administrative HR requests
- Provide excellent customer service to employees and management

Additional Responsibilities

- Perform any other functions as requested by supervisor
- Support the HR team in emergency situations and ad-hoc tasks as required



QUALIFICATIONS AND EXPERIENCE

Education

- Diploma or Degree in Human Resource Management, Business Administration, or related field from a recognized university
- Bachelor's degree with a Human Resource Management specialization will be an added advantage

Experience

- Minimum 3 years' experience within Human Resource Department of an international or National organization
- Experience in the humanitarian sector will be an added advantage

Knowledge and Skills

- Knowledge of non-profit organization operations
- Experience in working with computerized accounting systems, standard spreadsheet and database programs
- Good command of English language

Experience & Competencies:

Communication Skills

- Good written and verbal skills in English language
- Must be a proactive communicator, able to communicate potential problems and propose solutions

Problem-Solving and Adaptability

- Must be able to function effectively in a loosely structured, but complex work environment
- Ability to carry out responsibilities independently with minimal technical support

Teamwork and Diversity

- Must embrace diversity of cultures, languages, and personal interests and agendas
- Good team player, tolerant and committed

Technical Skills

- Proficient knowledge in Human Resource planning, performance review, and appraisal techniques
- Good understanding of National Labour laws, international standards, Human resource management policies and procedures

Office Administration and Support

- Ensure and effective time sheet management (timely signing of time sheet by all staff every end of month)

Staff Management and Supervision

- Supervise the work of support staff (Cleaners, Guards, and drivers) and clearly define their roles and responsibilities
- Generally, perform any other incidental duties assigned or delegated by the supervisor or person in authority

APPLICATION PROCESS

Interested qualified candidates are invited to submit their application quoting the vacancy name and reference with following:

- Maximum 3-page Motivational Letter
- Updated Curriculae Vitae (CV)
- Copy of academic Document

Submission Method

Applications should be submitted through either of the following channels:

Email:

info@better-healthcare.org

Hand Delivery:

Better Health Care Organization (BHECO), Hai Referendum Road, opposite Modi Pharmacy Gudele, Juba, South Sudan Plot No. 1642

BHECO strongly encourages email submissions as part of our commitment to environmental protection.



Application Deadline: (21st May 2026 at 4:00 PM (South Sudan Time), Late applications will not be considered.

Important Notes

- Application documents will not be returned.
- Applicants are strongly advised not to submit original documents.
- BHECO will not be held responsible for any loss of original documents submitted.

Equal Opportunity Statement: Better Health Care Organization (BHECO) is an equal opportunity employer. We do not discriminate on the basis of gender, age, disability, ethnicity, religion, or background. Female candidates and applicants from target communities are strongly encouraged to apply.

Safeguarding and Integrity: BHECO has zero tolerance for Sexual Exploitation and Abuse (PSEA), fraud, corruption, and any form of misconduct. All staff are expected to uphold the highest standards of integrity and accountability. Any candidate found to have engaged in misconduct will be disqualified.

Child protection: Duly note that BHECO is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Environmental Protection: BHECO is an equal opportunity employer and has a non-smoking environment policy

This position is open to South Sudanese nationals only.

