



Save the Children

15 March 2024

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: HR Officer

Location: Bor.

Reports to: Area I MANAGER

Dotted Reporting line to; Area I HR MANAGER

Contract Period: 08 Months

CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.

HR Officer is expected to assist in providing quality and efficient HR Management systems for the field office in line with SCI HR strategies, policies, and guidelines. He/she will assist in providing technical support to line managers in respect to policies, process, and good practice. He/she will be accountable for all delegated HR matters to ensure effective and efficient use of HR Systems, Procedures, and guidelines. The incumbent will be responsible for updating all key HR information's and HR minimum standards especially ensuring staff files are updated with the check list accordingly. Performs other administrative task as assigned by the line Manager.

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:



- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency.

QUALIFICATIONS

- Educated to degree level in Human Resource management or diploma with relevant experience.

KEY AREAS OF ACCOUNTABILITY:

- In Coordination with Juba HR team, ensure that all HR databases are up-to-date and perfect. This includes (Follow up with area HR Manager on monthly basis and work toward agreed deadlines to submit updated leave trackers, updated Staff list at the end of every month. Update the Performance reviews and probation review tracker, updated recruitment trackers on weekly basis, and file audit report on monthly basis). Compile the field Report and prepare HR action points to submit to Area HR Manager and Area I Manager.
- Responsible to coordinate field recruitment together with the field Manager to ensure that the recruitment process is conducted in respect to the SCI HR manual where it's fair and transparent until the final stage.
- Prepare adverts, seek approval from the authorities and advertise in the public boards as well as electronically.
- Ensure that recruitment plans and timelines are adhered to with longlists provided timely and shared with the relevant hiring managers to generate shortlists. Assist recruiting managers in all staff, casual and consultant recruitment process – drafting advertisements, screening of applications, interview call letters, and coordination of interviews, evaluate and document processes and costs of recruitments.
- Preparing contracts for casual staff and managing their schedules.
- Supporting both internal and external auditors from time to time by ensuring that relevant HR docs are provided to auditors timely and that the same are returned to its original place whilst ensuring strict confidentiality.
- On a monthly basis, compile and submit staff payroll actions to the HRIS officer ensuring that all supporting documents are complete and do follow up with Juba Finance and HR in case of any further clarification.



- Responsible to administer and explain to staffs the SCI HR internal policy on what are the employees' entitlement are and what's expected from them in terms of respecting the rules and regulations for the organization.
- Follow up with L&D Coordinator on compiling the learning and development plan from the field location then submit for further action.
- Support in doing induction for new joiners in the field ensuring that, they receive proper orientation during their 1st week of joining SCI. Prepare check list of induction with other team members and that all mandatory SCI policies such as child safeguarding, code of conduct, Fraud are administered to the new staff and that they sign.
- Get the updated contact list for all staff with phones both private and official, email address and Skype address. Update this on quarterly basis and submit to Area I HR Manager on first week of each quarter.
- Conduct the HR File Audit checklist on quarterly basis to verify whether all personnel files are complete and perfect, well labelled, lockable, and confidential. Provide file audit report to Area I HR Manager the first week of each quarter.
- Ensuring data protection by ensuring no file is left unattended in the field office. Ensuring that all recruitment files are in good order and properly filed for easy access and reference. Coordinate destroying applications which are of no use or reference.
- Responsible to ensure that all new staff receives their ID cards and Medical Insurance smart cards within the first week of joining Save the Children.
- Supporting in staff exit processes, conducting exit interviews and sharing clearance information to juba office for processing benefits. Coordinating work certificate generation for leavers.
- Responsible for ensuring that business cards are provided for entitled staff within two weeks of joining.
- Provide support in making sure the HR Minimum standards is met as required in all section by working as a team in HR department.
- Comply with all relevant Save the Children policies and procedures with respect to child protection, health and safety, security, equal opportunities, whistle blowing, code of conduct, fraud and dishonest, HR ethics like high confidentiality, and all approved organization policies.
- Support managers in the D2P annual Goals setting and provide confidential performance counselling to managers and staff regarding work-related problems.
- Provide guidance to area program units in finalizing area level plans for capacity building of staff and formulating the annual training calendar.
- Any other task as may be assigned to you by a line manager.

SKILLS AND EXPERIENCE

- Minimum of 3 years HR experience in an NGO environment, including significant HR field experience
- Good experience in understanding the South Sudan 2017 Labour Act and HR internal policy.



- Knowledge, experience in training and staff redevelopment policy design, formulation, and development
 - Strong management skills including analytical skills, judgement and decision making.
 - Resourcefulness and creativity to develop the role of human resource training and development within the programme and ensure the most effective support to line management.
 - Proven track of records in capacity building and training and development
 - Proven track of records in implementing robust performance systems
 - Highly developed communication skills both written and verbal to establish effective relationships with internal and external audiences.
 - Ability to work collaboratively with human resource management and training and development colleagues.
 - Proven ability to work in a multi-cultural environment and respect local religions and culture.
 - Excellent communication skills and the ability to lead train and motivate staff with a commitment to capacity building.
- Commitment to and understanding of Save the Children's aims, values, and principles.

Desirable

- Experience of working in the field of training and development
- Good negotiation skills
- Excellent communication skills
- High levels of self-motivation, integrity, commitment, and enthusiasm
- A person with positive attitude

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response



In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Career \(oraclecloud.com\)](#))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support.

Deadline for submitting applications: 4th, April 2024.

Cc: MoIJobadvert@gmail.com:(National Ministry of Labour email Address Juba)

Approved for admnstr

