

VACANCY ANNOUNCEMENT

SCOPE OF WORK

TITLE: Human Resources and Administration Officer (HRAO)
DURATION OF CONTRACT: 10-12 months, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Human Resources and Administration Director (HRAD)



Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan will be implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair, and thorough information to mitigate the impact of rumor and misinformation. The Shejeh Salam Activity will primarily program in thirteen priority counties Unity State, Western Bahr el Ghazal State, Upper Nile State, Eastern Equatoria State, and Greater Jonglei, although geographic focus may shift.

Position Summary:

The HRAO will support the HRAD to ensure efficient and accurate management and maintenance of the Activity human resources (HR) and administration for the Shejeh Salam Activity. The HRAO is responsible for maintaining the Activity's HR systems and records, according to DT Global South Sudan / Shejeh Salam Activity and US Government rules and regulations. Furthermore, this position will manage liaise and coordinate closely with the team in Juba and fields offices.

Duties and Responsibilities:

- Recruitment of staff: In coordination with the line managers, receive all recruitment requests and ensure approvals by the labour office. When the recruitment is completed, open file for the respective employee and ensure all records are properly filed
- Tax Returns: In coordination with finance department, ensure that all tax returns are remitted to the local authorities as per South Sudanese law
- Staff Appraisal: Maintain the staff appraisal schedule and inform the employees and the line managers of their due dates, as well as follow up with both the employees and line managers for the submission of the completed appraisals
- Timesheets: Send the monthly timesheet submission reminder and timesheets copies to all employees. Receive all the timesheets and check for accuracy, and submit for payment
- Preparation of staff contracts, renewals, amendments, and terminations: Ensure that all staff are issued contracts on commencing employment with DT Global South Sudan / Shejeh Salam or notice is given to all the employees whose contracts are ending. In coordination with HRD, ensure that all termination cases are approved by the Chief of Party (COP) and labour office and keep reports of all staff incidents for future reference.
- Online records retention and filing system: Scan and upload the employee's recruitment documentation and retain hard copies as per regulations
- Reporting, Compliance and Other: Update personnel trackers and provide compiled reports of all HR activities to the HRAD. Ensure compliance with all statutory requirements and brief key programme in new requirements; Liaise with other NGO's regarding current HR issues and concerns; Perform any other task as required.

Education and Certifications:

- Post-secondary Diploma in a relevant field required, but a university degree preferred. Other relevant certifications will be considered.

Key Position Competencies and Experience:

- Minimum of four (4) years of previous experience in a professional human resources role, including at least a year with an International Implementing Partner or Non-Governmental Organization
- Prior experience working with on USAID funded projects preferred
- Strong working knowledge of South Sudan Labour Laws
- Experience in liaising with other organisations and government officials
- IT literate, with good report writing skills and proficiency with Microsoft Office applications
- Fluent in spoken and written English (Arabic an advantage)
- Flexible, creative, and prepared to work effectively to meet deadlines in a demanding work environment

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behaviour and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behaviour, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, September 20, 2021 at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

