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Approved by
MOLRSS

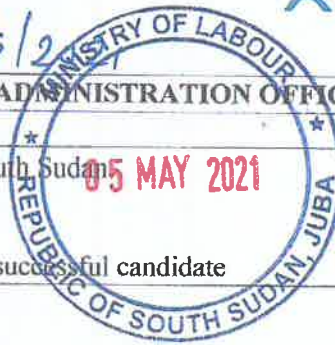


Jesuit Refugee Service – South Sudan

5/5/21

HUMAN RESOURCES & ADMINISTRATION OFFICER

Location: Maban County, Upper Nile State -- South Sudan
Application Closing Date: 24th May 2021
Position opened to: National
Salary Range & Benefits: To be discussed with successful candidate



Organizational Context:

The Jesuit Refugee Service (JRS) is a Catholic international humanitarian organization with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and offers a human service to refugees and their communities through a wide range of rehabilitation and relief activities. JRS is currently working in over 50 countries throughout the world.

Operational Context/Role

The HR Officer, who will report to the Project Director is responsible for implementing human resources activities and policies of JRS in the Field with assignment to promoting the welfare of JRS staff in the field. This position participates in the development, implementation and evaluation of effective human resources policies of JRS-South Sudan

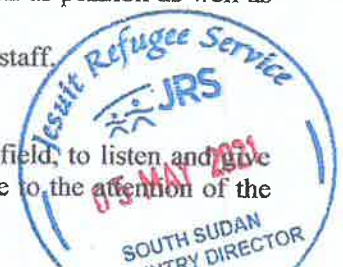
Key Responsibilities

1. General

- To assist the Project Director in developing and implementing a coherent human resources policy and procedures for the JRS-Maban office which are consistent with JRS Country office policy and guidelines as well as the country labour law.
- To assist the Project Director in ensuring compliance with local labour laws and practices in relation to staff documentation.
- To keep staff documentation and record accurate, up to date and secure, and responding to requests from the Country HR Officer for information and statistics in human resource matters.
- To review all health insurance, grievance, disciplinary and other policies and procedures for staff consistent with the policy of the organization in consultation with the Country HR Officer and Project Director.
- To ensure that appropriate and adequate performance appraisal and professional development plans are in place and implemented according to the policy.
- To support the Project Director and the management in providing orientation, induction and training as well as managing administrative staff to ensure that they are performing their roles to high standard.
- To take the lead in the recruitment of personnel in the field (JRS-Maban Office) after consultation with the Project Director and the Country HR Officer e.g., advertisement, short listing of candidates, etc
- To advise the Project Director on major personnel issues, e.g., performance management (mid & annual appraisals) or where disciplinary action is required.
- To ensure that government regulations on social security schemes such as pension as well as JRS policies are observed.
- Be the focal person in the implementation of medical insurance of the staff.

2. Care for Personnel

- To hold regular meeting with the Project Directors and teams in the field, to listen and give support to each JRS team member. In case of problems to draw these to the attention of the Project Director and the Country HR Officer





- To support the continued evolution of JRS Staff Care practices to include increased focus on professional development and mentoring supports
- Actively contribute to security measures in situation of crisis within the country, after consultation with the Project Director, Country Director/Country HR Officer and in accordance with the JRS Security Guidelines.

3. Staffing

- To manage the recruitment process for all the vacant positions in Maban in consultation with the Project Director and Country Human Resources Officer

4. Administration & Documentation

- To review all the staff files including contract, job descriptions, medical insurance, etc. to ensure that they comply with the law of the country and are up to date.
- To develop and manage a database for staff leave (R&R, annual leave, sick leave, compassionate leave etc.) and report the same to the Project Director and Country HR on a regular basis
- To support the regular updating of the HR information system by providing an up-to-date staff list to the Project Director and Country HR Officer on a monthly basis.
- To support the Finance Office in Reviewing payroll and providing the list and details of new staff as well as the information on staff who have left the organization.

Core values and ethics

- Good understanding of and compatibility with the values of JRS.
- Very good pastoral sense and listening abilities and communication/inter-personal skills.
- Demonstrated ability and experience of working in a multi-cultural environment with good multicultural sensitivities and in a flexible environment.

Qualifications & Experience: Essentials:

- Diploma or Degree in Human Resources Management/ Business Administration, Social Science or equivalent
- 3 years' HR experience in humanitarian aid or related Field
- Experience in developing and delivering HR-policies
- Experience in South Sudan Labour Laws, taxation regulations and Cultural sensitivity and team competence
- IT-literacy (HR-systems, MS-office package) and Fluent in English
- Experience of work in multicultural teams in refugee/IPD settings
- Demonstrated experience and commitment to working with marginalized communities.
- Strong organizational skills, Plan's work, and sets goals within the area of responsibility
- Proactive and self-motivated.

Submission Requirements

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to: sds.recruit@jrs.net by 5pm closing date 24th May 2021.

PLEASE NOTE: Only candidates who apply before the deadline and who can demonstrate experience of overall strategic human resource management processes should apply and only short-listed candidates will be contacted.

Commitment to Child Safeguarding:



JRS is committed to the safeguarding of children (under 18 years) who come into contact with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS South Sudan Policies and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

