

**SUCCESS**

Systems to Uphold the Credibility  
and Constitutionality of Elections  
in South Sudan



50.11.3  
Approved by  
Inspector  
11/21/2021



JOB ADVERTISEMENT	
Job title:	<b>Human Resources Officer Consultant</b>
Department:	<b>Administration</b>
Reports to:	<b>Director of Finance and Administration</b>
Location :	<b>Juba, South Sudan</b>
Period:	<b>Four Months</b>

Democracy International (DI) seeks to hire an HR Officer Consultant for its USAID supported program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote multi-party pluralism and democratic governance through strong, effective, issue and policy driven parties and civil society actors within a democratic and inclusive political setting.

The HR Officer Consultant will provide HR services ensuring their transparency and integrity and apply HR policies, rules and regulations for effective performance of the HR functions. The HR Officer Consultant promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.

**Key Responsibilities**

- Support to the department in the daily HR responsibilities of the DI South Sudan SUCCESS Program.
- In close coordination with the Human Resources Officer and Director of Finance and Administration, support the recruitment process for staff and consultant positions.
- Provide support to program managers in preparing job descriptions.
- Ensure compliance with the DI Employee Manual, Donor rules and regulations and South Sudan Labour Laws
- Manage confidential field office electronic and paper HR filing system for all employees and consultants.
- Review timesheet submissions for payroll of national staff to ensure staff receive the correct monthly payments on time.
- Maintain accurate records including staff leave, vacation and sick leave. Ensure staff are aware of entitlements and procedures for applying for leave; ensure leave requests forms are saved in personnel files.
- Contribute to the implementation of a performance review and probation system, and ensure that it operates equitably and consistently across the organization.
- As directed by the Human Resources Officer and Director of Finance & Administration, liaise with the Government of South Sudan on HR-related matters, as needed.



- Coordinate efficiently with finance, operations, programs teams as well as external clients.
- The Employee will provide such other similar or related services as DI may reasonably request.

### **General support to HR department**

- Assist in handling day to day HR and Administrative matters
- Coordinate with Health Insurance Company on staff health matters.
- Assist with the project closure phase out plan

### **QUALIFICATIONS:**

#### **A. Education:**

- Minimum Bachelor Degree or equivalent in Business Administration, Public Administration or related field
- Minimum 3 years of professional experience in Human Resource management. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
- Fluency in English and national language of the duty station.

Interested candidates should submit their applications clearly indicating the title of the position and the duty station they are applying for, an updated CV which should contain their e-mail address and telephone contact along with three professional supervisory references and a copy of South Sudan national ID . Applications should be submitted by the closing date 11<sup>th</sup> March, 2021 via email to [DI.SSudanjobs@gmail.com](mailto:DI.SSudanjobs@gmail.com)

*Please Note: This position is open to South Sudanese Nationals Only. DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply. Only short-listed candidates will be contacted.*

