



Plan International  
South Sudan  
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## PLAN SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies One (1)**

<b>Job Title</b>	:	<b>Field HR Officer</b>
<b>Grade</b>	:	<b>C2</b>
<b>Tenure</b>	:	<b>6 (Six) months</b>
<b>Department</b>	:	<b>Human Resources</b>
<b>Reports to</b>	:	<b>HR Coordinator</b>
<b>Location</b>	:	<b>Yei</b>

### **I. Job Summary**

The Field HR Officer will contribute and support in Operational HR Functions Such as Payroll and Benefits management, support in recruitments, Personnel file management, Leave management and Employee relations management in the field office.

Field HR Officer is expected to ensure that Plan South Sudan's HR function complies with local labour laws. The role is expected to uphold Plan Internationals' values, the Safeguarding Policy, code of conduct and other ethical values related to the local culture. The incumbent will advise management on issue to do with HR, Support Business Development Partner with staff budgeting data for proposal and keep all staff contract up-to-date and will be expected to manage HR risks.

### **II. Key End Results and Typical Responsibilities**

#### **Recruitment: Support recruitment of all new local positions**

- In collaboration with hiring managers, ensure that there is an updated job description for any new position before opening the recruitment

- Prepare advert for local positions, ensure approval from the Labour Office and post vacancies as appropriate
- In collaboration with hiring managers, short-list applications and organize written and oral interviews
- Collect references from selected applicants and ensure required documents are provided (diplomas, certificates, etc.)
- In collaboration with Juba office, send contract requisitions, present job offers and explain HR package to selected applicant
- Develop a database of recruitment related documents: written test, oral interviews grids, customized reference checks per position, etc.

#### **HR Administrative Support and Payroll/Benefit Management**

- Submit payroll inputs on monthly basis to the HR coordinator in Juba
- Ensure that payroll inputs are correctly entered in the payroll preparations
- Track over time and all salary advances and ensure that all the salary advances are recovered monthly.
- Answer questions related to payroll issues and ensure payslips are signed on a monthly basis
- Ensure that staff performance appraisal (3 months' review, Mid –year Reviews and annual appraisal) are done on time in coordination with line managers and technical supervisors (if applicable).
- Maintain records of leaves, advise employees and managers about leave policies and ensure policies are respected
- Facilitate reimbursement of medical expenses as per policy.
- Keep the personal files up-to-date and secure, and share with Juba office personal documents as required (CV, payslips, disciplinary records, etc.)
- Monitor probation period in coordination with line managers and technical supervisors (if applicable) and report to HR Coordinator
- Collect the time sheets for the temporary employees
- Prepares incentive payment schedules and the payments for the employees on temporary contract
- Lead on the induction schedules
- Arrange and Coordinate with CHRO staff ID cards within five days of their arrival. A temporary ID card should be issued very first day of arrival.
- Supervise and support staff like the cleaners/cooks and HR daily workers
- Support HR department in any support required.

#### **Management of staff data base**

- Ensure that all staff fill personnel forms and are properly filed.
- Issues and tracks staff contracts and ensures that line managers are informed with expiration of the staff contracts at least two months in Advance

#### **Exit Management**

- Support HR Coordinator in Ensuring that exiting staff is cleared by every department and verifies unutilized annual leave balances for the exiting staff.
- Ensure that exiting staff are paid their terminal dues within 30 days from the time they exited.
- From time to time support in preparing benefits calculation for the exiting staff and liaise with finance department to ensure that they are paid in time.
- Supports the HR Coordinator to Ensures that the exiting staff is properly off-boarded.
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### III. Dealing with Problems:

#### Dealing with Problems

- An ability to manage staff working under pressure and build excellent working relationships
- Required to synthesize and analyse feedback from a wide range of actors (including NGO HR Forum, Ministry of Labor, national surveys) in further developing HR and supporting implementation

#### Communications and Working Relationships:

##### Internal

- Plan inter-departmental especially finance and project teams and country office, Project managers.
- Plan South Sudan Country Office in Juba

##### External

- Establish cordial professional relationship with State Ministry of Labour, RRC and Immigration Departments

#### Knowledge, Skills, and Behaviours Required to Achieve Role's Objectives:

##### Knowledge

- Bachelor's Degree in Human Resource or Public Administration.
- At least 2-3 years' experience in similar role
- Knowledge of performance appraisal systems, Payroll Management, leave trucking, visa and work permit trucking, etc
- Vast knowledge of South Sudanese Labour/business laws with strong and analytical problem solving techniques

##### Skills

- Keen attention to details
- Excellent Interpersonal/communication skills
- Positive attitude
- Willingness to learn and proven ability to learn fast

#### Plan International's Values in Practice

##### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people







**We strive for lasting impact**

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

**We work well together**

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and ‘win-win’ relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

All applications marked on the right hand corner of the envelope “Application for the Position of “Field HR Officer” should be addressed to:

HR & OD Business Partner  
Plan International South Sudan Country Office  
Hai Cinema next to MTN Centre  
Juba

*You can also* send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on June 29<sup>th</sup>, 2021.

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.*

**Note:** Applications once submitted are not returnable. Only short listed applicants will be contacted.

