



JOB ADVERT - EXTERNAL

LOCATION: Juba, South Sudan
JOB TITLE: Senior Human Resource Officer
REPORTS TO: Finance and Operations Manager

BBC Media Action:

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

To achieve this, Media Action partners with civil society, local media and governments to:

- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues;
- Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practice.

Overall Purpose of Job:

Will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering payroll, benefits, and leave, HR reporting, and enforcing Organisation policies and practices. Accountable for day to day running of Human Resource processes pertaining to staff in Juba and in the field. It also entails monitoring any changes to the employment Act and informing Country Director (CD) and SMT and advise of appropriate action.

Main duties are not limited to;

- **Policy and Labour Law compliance:** Policy Review and implement HR handbook for national staff and update in accordance with South Sudan Labour Laws. Interpret the HR policies and procedures to staff and advise the Senior Management Team (SMT) and Country Director on Labour and policy matters.
- **Performance Management:** Champion a strong performance management culture and continuously ensure that supervisors understand the performance development review process of BBC MA policy. Is also responsible for ensuring that all myconverstaions are completed on time and kept in personnel file.
- **Relationship management:** Build and maintain relationships with government agencies/ministries/departments and other key stakeholders to create a network of

collaboration to positively support HR services in line with government requirements and BBC MA.

- **HR Policies:** Continuously review and align Human Resource policies, procedures and guidelines in line with South Sudan labour laws and BBC MA HR policies; and enforce compliance of staff and management on organizational policies and core values. Ensure all the staff are conversant with all the other BBC MA policies – conduct face to face trainings.
- **Recruitment:** Takes lead in ensuring fair recruitment is adhered to. Supports the hiring manager at all stages of recruitment and maintain database. Enforce Safe recruitment policy at all times. Ensure recruitment panel have done mandatory fair recruitment training.
- **On boarding and Induction of new staff:** Ensure that staff orientation and induction for new staff is done timely' Make sure that the global induction is done for all new staff, ensure that BBC Media Action mandatory courses are completed within the first 3 months upon joining.
- **Staff Contract Management and Administration:** Coordinate staff confirmation and probation reports, Support in ensuring the exit interviews is conducted and document the exit interview feedback and sharing with supervisor-
- **HR related Admin duties:** Support the international staff in the application of work permits and visas and keep information up to date. Preparation of payroll and payslips and work with finance to ensure that all salaries and wages are paid on time. Provide information as required by Compliance Officers/Auditors during audits.
- **HR Monthly Trackers and Reporting:** Submit monthly updated Mandatory staff training and update report, Staff Annual Leave management tracker, Timesheet tacker and other reports as required.
- **Personnel file management:** Retains historical human resource records by designing a filing and retrieval system and keeping past and current records and to maintain and update Personnel files and Database
- **Insurance:** Coordinate the administration of benefits by working closely with insurance provider to manage staff enrolments and terminations, issuance of insurance cards, Schedule periodic insurance benefits orientation for all staff members.
- Any other support required by the supervisor in day to day HR issues.

Safeguarding Responsibilities:

- Understand and comply with the Safeguarding policy and the staff Code of Conduct.
- Conduct mandatory face to face training on Safeguarding and Respect at Workplace.
- Report any Safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy.

Essential Knowledge, Skills and Experience

- Degree in Human Resources Management, Labour relations or Organizational Development is a requirement.
- 3+ years of experience in progressively responsible human resource roles in related field in South Sudan is mandatory.
- Demonstrated knowledge and experience in HR Database management.



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- Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities.
- Excellent skills in handling and advising on complex people management issues.
- Thorough understanding of the South Sudan Labour Act 2017.
- Advanced working knowledge with MS Office applications (i.e. Word, advanced Excel, Outlook, Teams).
- Proven leadership capabilities and solid knowledge of employment legislation and its application.
- Demonstrates knowledge of Equality Diversity Inclusion, respect and sensitivity for cultural differences; promotes a harassment-free environment and building a diverse workforce.
- Understanding of, Safeguarding, grievance management and ability to handle staff confidential issues.
- Excellent interpersonal skills, with a strong ability to communicate with different members of the team and external stakeholders including donors.
- Fluent in spoken and written English language and at least one other local language.
- Willingness to learn new skills and take on new responsibilities.

Desirable Knowledge, Skills and Experience

- Experience in Labour Relations and Employee Relations
- Fluent in spoken Arabic.

Key Competencies:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies:

- **Strategic Thinking** - Can identify a vision along with the plans that need to be implemented to meet the end goal. Evaluates situations, decisions, issues, in the short, medium and longer-term.
- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks for problem-solving and/or development.
- **Decision Making** - Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Imagination / Creative Thinking** - Can transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Planning and Organization** – Is able to think ahead to establish an efficient and appropriate course of action for self and others. Prioritizes and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterized by commitment, motivation and energy.



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- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.

Familiarity with the BBC’s Values and Editorial Policy is highly regarded.

“The role may involve working with groups of vulnerable children and adults. For the successful candidate, mandatory training will be provided on BBC Media Action’s safeguarding policy and staff code of conduct. A police background check may form part of the recruitment process. BBC Media Action operates a zero-tolerance policy concerning all forms of abuse and exploitation of vulnerable people.”

This position is for South Sudanese nationals only. If you are interested, and you think you meet the requirements above, please send **your cover letter and up-to-date CV ONLY not more than 4 pages** to: recruitment@ss.bbcmmediaaction.org

‘Senior Human Resource Officer’ as subject on your email.

Deadline is **Friday 24th June 2022 at 4.00 pm EAT**. Female candidates are highly encouraged to apply.

