



NORWEGIAN REFUGEE COUNCIL(NRC)-SOUTH SUDAN VACANCY ANNOUNCEMENT

Position: Human Resource Officer (Roving) Jonglei
Reports to: Area Manager
Supervision of: Cooks and Cleaners
Duty station: Bor
Travel: 40% to Field Offices
Project number: SSFM2031/5295 & SSFM2101/5295
Duration and type of contract: 4 Months/Definite Contract

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Livelihoods and Food Security.

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships. Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Project Coordinator is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

REPORTING TO: Area Manager

Job Purpose Summary

To provide efficient and effective Human Resources and at the NRC Office.

Key Responsibilities

1. Ensure provision, awareness and practical advice to all staff on the NRC HR policies and procedures, and their adherence to them.
2. Organize and participate in staff recruitment throughout the process of vacancy identification, advertisement, candidate selection, contracting, orientation and confirmation in liaison with line managers both at Head Office in Sanaa and at field offices.
3. Be responsible for the orientation of new staff, and the support in the implementation of staff training and development programs.
4. Coordinate clearance of staff separating from the organization including exit interviews and final dues payments
5. Ensure maintenance of an effective, efficient and up to date staff records and filing system including contracts, leave, medical, awards, discipline, archiving, etc
6. Ensure timely processing of the monthly payroll.
7. Submit the staff contribution to statutory bodies on such funds as Income Tax, Social Security.
8. In consultation with the PSC, provide technical input and be the focal point in addressing employee relations issues including staff grievances, disciplinary measures, etc
9. Plan and support on the staff performance management and appraisal calendar and content
10. Prepare periodic HR reports and planning projections for submission to the Regional office.
11. Review and approve Incentive Workers contract contents.

12. To report all HR activities in Weekly/ Monthly basis to the line manager

Qualifications and Competences

Academic and Professional Qualifications

- Bachelor Degree in Human Resources Management or social science from recognised university
- Understanding of the relevant laws and statutory requirements.

Relevant Experience

- Minimum of 3 years of relevant work experience.

Knowledge, Skills & Personal Attributes

- Good English communication skills
- Good communication and interpersonal skills
- Wide knowledge of the NGO operations and the dynamics of the humanitarian sector
- A strong administrative service orientation
- Keen sense of compliance with policy and procedure
- Good employer-employee contract negotiation skills
- Personal conflict resolution and problem solving skills
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Basic employee counseling skills
- Highly confidential
- Good computer application skills in Microsoft Excel, Word, PowerPoint, database and network communications.

Application Procedure:

The applicant must provide a detailed CV and an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.

Please do not submit original certificates. Submitted application documents will NOT be returned.

Applications must be submitted no later than on the **7th March 2021** on line or by email to SS.job@nrc.no or in an enclosed envelope clearly marked "Application for **Position of Human Resource Officer**" to NRC offices in these locations:

- Human Resource Office in Juba
- Human Resource Office in Alek
- Human Resource Office in Aweil
- Human Resource Office in Mankien
- Human Resource Office in Wau
- Admin and Human Resource Office in Bor and Akobo, Duk and Twic East

Only short-listed candidates will be contacted, by e-mail or by phone.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY. WOMEN ARE STRONGLY ENCOURAGED TO APPLY

