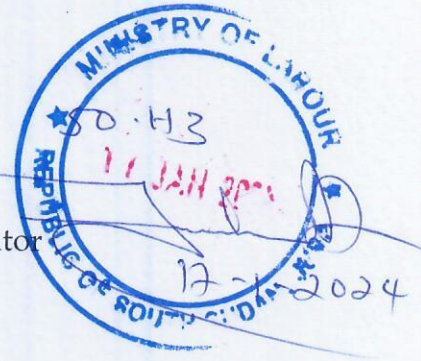


National Empowerment of Positive Women United (NEPWU)

Job Title:	Human Resource Officer
Country program:	South Sudan
Location of the Position:	Juba with frequent field visits
Position Opened for:	South Sudanese National Only.
Reporting to:	Finance & Administrative Coordinator
Desired Start Date	ASAP
Advertised date	17 th January, 2024
Closing date for Application:	9 th February, 2024
Contract type:	Full-time, for One Year renewable based on fund availability



National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive. NEPWU is seeking for qualified South Sudanese **Human Resource Officer** from a reputable institution to undertake the following duties: -

Job Summary: The Human Resource Officer will be responsible to provide support in the various human resources and functions, which include recruitment, staffing, training & development, performance monitoring etc.

Key Duties and Responsibilities:

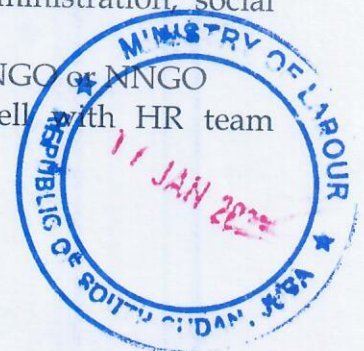
- Support the recruitment process in terms of posting job adverts both internal or external, running interviews, reference checks etc.
- Run new staff induction including training on policies and procedures
Payroll support
- Compile HR data relating to payroll processing by recording new hires, transfers, terminations, changes in job classifications, merit increases and other adjustments.
- Update the payroll info monthly and share with the finance team by the 15th of every month for payroll preparation.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities.
- Circulate pay slips to staff every month.
- Maintaining up to date personnel records both in hard copy file and in the People HR System.



- Document human resources actions by completing forms, reports, logs, and records.
- Support the development and implementation of HR initiatives and systems (People HR system)
- Support staff members by providing official employment documents required by third parties e.g., banks and other financial institutions
- Coordinating with the External Auditors for the documents required by the Human Resource department.
- Gathering Bank details, TIN, NSSF and other payroll information from new staff.
- Contribute to the development and editing of HR policies and procedures.
- Draft contracts for new staff, consultants and volunteers.
- Track leave and any other type of holiday or time taken from work; maintaining a leave database and share the leave summary to the finance team monthly.
- Co-ordinate medical insurance by advising employees on eligibility, verifying submissions and notifying employees of approvals or changes.
- Review employment and working conditions to ensure legal compliance Ensure staff welfare e.g., gifts hampers, condolence packages, etc.
- Advise the senior management team on relevant tools to support the effective delivery of HR services and processes within the organization.
- Support the coordination and/or conducting training workshops to support field offices on relevant topics such topics as; supervisory skills, performance assessments, effective interviewing, etc.
- Support the management of disciplinary and grievance issues by investigating employee issues and conflicts and bring them to resolution.
- Review and recommend changes to the organisations policies
- Assist in implementing the various stages in the performance management calendar.
- Handle exit administration, ensure that staff exiting have handed over all required assets and communicates to staff regarding exiting staff.
- Ensure the organization's compliance with local, state and federal employment laws and regulation and recommended best practices.
- Ensure day-to-day operations of HR-related functions are addressed in a timely, efficient, and proactive manner.

SKILLS

- BSc/BA in Human Resource management, business administration, social studies or relevant field; further training will be a plus
- At least three Years' work experience with preferably an INGO or INGO
- **Effective communication.** The ability to correspond well with HR team members, employees, and company executives.



- **Problem-solving.** The ability to pair complex company issues with creative solutions that can satisfy employee problems in unique, productive ways.
- **Public presentation.** The ability to confidently deliver relevant information to employees at all levels.
- **Leadership.** The ability to effectively lead employees in the creation of a productive workplace environment.
- **Organization.** The ability to simultaneously handle several human resource initiatives.
- Proven experience as HR officer, Administrator or other HR position
- Knowledge of HR functions (payroll & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Strong ethics and reliability

Interested and qualified candidates should:

Submit their current CV and motivation letter not later than 9th February, 2024 indicating Position and Location by email to: hr.nepwu@gmail.com or by hand deliver to: NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road

Help line +211920998938/+211980365468.

Note:

Note:

NEPWU applies zero tolerance approach to Sexual exploitation & abuse (SEA) harassment and other forms of unethical practices including fraud.

FEMALE Candidates are strongly encouraged to apply.

Only Shortlisted Candidate will be contacted for interviews.

