



Vacancy Announcement

JOB TITLE	Human Resource Officer
REFERENCE NUMBER	UNH/JB/2024/HRO
JOB TYPE	Full Time
REPORTS TO	Executive Director
DUTY STATION	Juba
NUMBER OF POST	01
DURATION	12 Months with possibility of extension depending on performance and availability of funding
OPEN TO	South Sudanese only
OPENING DATE	February 28, 2024
CLOSING DATE	March 21, 2024 at 3:00pm

Background:

United Networks for Health (UNH) is a non-political and non-profitable South Sudan based National Non –Governmental Organization (NNGO) dedicated to the implementation of humanitarian and development programs by supporting the National efforts in addressing South Sudan Health, Nutrition, WASH, Food Security and Protection that post Public Health threats within the integrated public health programming. UNH is seeking to recruit a Human Resource Officer to be based in Juba with frequent travels to the field locations. Applicants should be in alignment with UNH values of Respect, Dignity, Accountability, Impartiality and Professionalism and its vision of improving the quality of lives of people affected by poverty and disasters.

Position Overview:

The human resource officer will be responsible for managing employee lifecycle for UNH country and field offices. S/he represents UNH's policies, procedures and goals, and instilling these values in employees, whilst making sure the policies are also fair to the employees. Will liaise with Ministry of labour to ensure that UNH HR policy is up to date and in line with the South Sudan Labour law. Always works closely with the hiring managers ensuring that proper recruitment process is followed.

Summary of Key responsibilities:

- The HR officer is responsible for day-to-day UNH HR operations and activities, will closely work with the operations management team.



- Responsible for drafting job description/specification and obtaining approval from ministry of labour and relevant authorities for recruitment, posting job adverts to relevant advertising forums and ensuring that all vacancy bulletins are circulated to relevant offices.
- Facilitate recruitment/hiring of human resources for UNH at all levels ensuring that all the recruitment stages are done transparently and completed within the set timeline with support from hiring manager and support onboarding of new employees.
- Monitor and review UNH staff performance, make job evaluation and health and safety of staff.
- Monitor the daily staff in attendance and ensuring daily timesheet is properly, diligently and correctly filled and submitted timely.
- Ensure that the induction pack is maintained and kept up to date including coordinating all the inductions and orientations in all UNH operation areas.
- Responsible for maintaining the staff database and the personnel files for all staff in the programmes; collect and maintain basic details for all staff.
- Update contracts, probation dates, performance review dates and constantly ensures that the contracts database is up to date for all the UNH staff.
- Liaise with Finance department and provide payroll information by collecting staffs' timesheet records and other monthly staff updates needed for payroll preparation.
- Coordinate trainings at field level working closely with program and operations team to ensure all trainings undertaken are recorded and submitted for reference and certification where necessary.
- Conduct regular field travel to field offices to review human resources and administrative procedures and assist/support managers in their needs or ascertain human resource requirements.
- Monitor leave balances such as annual, sick, unpaid leaves and advise accordingly.
- Ensure exit interviews and clearance are conducted, equipment or documents are retrieved, final payments have been arranged with Finance and that the personal file is closed.
- Prepare Monthly HR reports and share with the Executive Director.
- Liaise with his/her supervisor to monitor and coordinate timely contract renewals, preparation of ID cards, hiring and termination letters.
- Maintain HR documents and information with confidentiality, ensuring that all records pertaining to the HR are properly completed and stored in a secure place.
- Be completely familiar with, and able to answer queries on, all aspects in terms of employment, code of conduct and discipline regulations in compliance with UNH staff handbook/HR manual and other employee policies.
- Ensure pertinent organograms, contact lists, and information flow lines are constantly updated and widely shared.
- Organize as necessary visa applications/immigration clearance procedures for international staff.

- Work closely with UNH security focal person ensuring that all personnel are regularly and timely updated on country or regional security threats, medical and emergency evacuation procedures.
- Manage internal activities of UNH personnel in terms of conflict and indiscipline behaviours.
- Advising executives on matters of salaries, redundancy and employment law.
- Be equipped with the labour law and update staff of any changes on the law
- Fundraising –
 - ✓ Support UNH's fundraising actions by providing accurate and timely HR data needed for proposal development.
 - ✓ In collaboration with the team, represent UNH's during Donor visit.
- Perform any other duties assigned by her supervisor.

Qualifications

- Education: University graduate/ Bachelor in business administration/ management or Human Resource from a recognise University.
- Experience: Minimum two years HR experience including recruitment, selection, performance management, compensation and reward, employee relations, learning and development among other HR functions.
- Knowledge and skills:
 - ✓ Strong computer knowledge (Excel, MS Word and Power Point)
 - ✓ Good command of English language both written and spoken
 - ✓ Thorough knowledge and understanding of South Sudan HR Policy and Procedures
 - ✓ Excellent interpersonal communication skills
 - ✓ Sensitively and understanding
 - ✓ The ability to remain calm in stressful situations
 - ✓ Thorough attention to detail
 - ✓ Administrative skills
 - ✓ Ability to work well with others
 - ✓ NGO work experience is an advantage and free to travel anywhere within South Sudan.



Job application procedure

Candidates that know that they meet the above criteria and have what it takes to excel in the above position should send their applications (cover letter, 4 page CV, ID and your one highest academic and professional certification document as only an attachment with 3 professional referees) to jobsatunh@gmail.com indicating the title as "HR Officer – UNH/JB/2024/HRO" in the subject line, or hand delivery to UNH office along Munuki Mia Saba Road.

Due to the urgency to fill the position, CVs will be reviewed on a rolling basis. Deadline: 03.00 pm – March 21, 2024.

Only shortlisted applicants will be contacted. Female candidates are encouraged to apply.

Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at all stages of the recruitment
2. Any form of canvassing will lead to automatic disqualification
3. Females & People living with Disability who suit the JDs are encouraged to apply
4. Address your application to; The Human Resource of United Networks for Health South Sudan.

