

Human Resources Officer-Vacancy

Organization: Amref Health Africa - Comitato Collaborazione Medica ETS (AMREF –CCM FOUNDATION)

Position: Human Resources Officer

Number of Positions: (1)

Location: Juba Based

Start date: ASAP

Type of Contract: Non-relocatable Position

Reports to: Country Representative

50-H-3
Approved by Senior Inspector
MoL/RSS/JJ
24/06/2022



Aims and general characteristics

The Human Resource Officer is responsible for supporting the development and implementation of HR procedures within Amref – CCM Foundation South Sudan.

The HR Officer will report to the Country Representative and collaborate for the effective management and coordination of human resources in the country. The HR will also collaborate with the country administrator and Procurement and Logistics Departments at Juba level as well as with the Project/Programme Managers at the field level for all HR-related activities.

Areas of Responsibilities

Human Resources Management

- Support the correct application of principles and processes concerning HR management described in the HR Manual and in line with the South Sudan relevant laws and regulations;
- Support the day-to-day operations of HR functions and duties;
- Maintain and ensure regular updating of HR files and database (for both national and non-national staff, at Juba and field levels);
- Be in-charge of obtaining MoL approval of the job adverts and their posting through the relevant recruitment channels;
- Be in-charge of the screening and shortlisting of different CVs based on Amref – CCM Foundation format received through the dedicated recruitment e-mail and send the selection of Committee for further action;
- Support the selection committee during interview process as needed (i.e. Invitation of the selected candidates, taking minutes, reference checks, etc.);
- Be in-charge of drafting the contract of employment and request for all information needed to allow the entry of international staff to the country;
- Liaise with the logistic department for booking arrangements, ID cards, etc.;
- Officially introduce to all relevant Amref – CCM Foundation staff (Juba level and PMS/delegate person at field level) the employees in a timely and comprehensive manner;



- Be in-charge of drafting the induction timetable upon coordination with the relevant departments and ensure smooth orientation of new employees is carried out according to the plan, including the induction evaluation questionnaire at the end of the induction process;
- Be responsible for the work permit process for all international staff and ensure timely follow up and termination of the process with relevant authorities;
- Maintain employee records –soft and hard copies such as contracts, ToR, grievances, performance appraisal, disciplinary actions and vacation/sick leaves (for both Nation and Non-national staff at Juba and Field level
- Complete termination/end of contract paperwork, including end of contract checklist and staff clearance form;
- Be responsible for preparing/issuing all relevant documents and permits as required by the organization and national law and regulation (i.e. entry permit, visa, aliens’ registration, travel authorization, etc.)
- Be in-charge of preparation and filing of all Amref – CCM Foundation staff monthly timesheets;
- Be informed and update the organization with relevant changes related to HR matters and maintain contact with relevant authorities and institution for HR –related activities;
- Prepare routine letters, correspondences, memo and reports with reference to HR activities and as requested by the Country Representative
- Ensure performance appraisal schedule is in place timely for all Amref – CCM Foundation staff, schedule is sent to the Line Managers for process implementation, and performance appraisal is properly filled
- Be responsible for sharing all relevant Amref – CCM Foundation staff (Juba level and PMs/delegate person at the field level) circulars related to Public Holidays and other HR-related activities.
- Attend HR related activities meetings as appropriate.

Administration and Finance

- Provide administrative and financial support as required;
- Holds responsibility for preparing/issuing all relevant documents and permits as required by the organization and national law and regulations, i.e. entry permit, visa, aliens’ registration, work permit, travel authorization, etc.).
- Handle cash when the Accountant is away/on leave;
- Prepare payment vouchers as required;
- Ensure timely preparation and submission of all staff monthly timesheets as applicable;
- Support maintaining the annual leave rota and performance appraisal schedules for staff;
- Assist with payroll preparation for both national and non-national staff;

Qualification/ Experience

- A minimum of bachelor’s degree.
- Ideally a qualification in human resource management, Social Science or related.
- At least 3-4 years’ experience as a human resource generalist in NGO.
- Fluent in English and competent in conversing/writing in Arabic
- Computer literate, with excellent knowledge of MS Office software.
- Knowledge of HRIS is a strong advantage.



caring for those who care

- Excellent knowledge and application of the South Sudan Labour Act.
- Strong communication and interpersonal skills with proven flexibility of style in a multi-cultural setting.
- Demonstrates strong collaboration with line managers and staff representatives
- Experience of effectively managing conflict
- Able to demonstrate a proactive approach with strong planning and follow up

Application Procedure:

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org

Mention the **position** and **location**, you are applying for **in the subject line**.

Hand delivery to: Amref- CCM Foundation in Juba Office located in Thong Piny, Airport Road (opposite former Ruweng Coordination office) to the attention of the **HR Department** – (please indicate the position you are applying for on the envelope).

Closing date: 18th July 2022

Please Note: Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. Female candidates are encouraged to apply.

Child Safeguarding and PSEA Commitments:

AMREF- CCM FOUNDATION has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

