

JOB ADVERTISEMENT FOR THE POSITION OF SENIOR HUMAN RESOURCES & ADMINISTRATION OFFICER.

About Coalition for Humanity (CH)

Coalition for Humanity (CH) is a national non-governmental organization committed to improving the lives of vulnerable and crisis-affected populations through humanitarian assistance, recovery, resilience building, and sustainable development programming. CH works across multiple sectors using integrated approaches through the humanitarian development peace nexus (HDP) to leverage on resources and impact. We have wide footprint across several operational locations, delivering people-centred, accountable, and context-responsive interventions designed to address immediate humanitarian needs while strengthening community resilience, early recovery and sustainable development.

CH implements multisectoral programmes with focus on Food Security and Livelihoods, Water, Sanitation and Hygiene (WASH), Protection and Gender-Based Violence, Health, and Nutrition, Education in emergencies and Technical vocational education programme (TVET). We integrate cross-cutting priorities such as safeguarding, accountability, governance, peacebuilding, and conflict sensitivity. Through its field presence and partnerships in Unit State, Ruweng Administrative Area, Upper Nile State, Jonglei State, Greater Pibor Administrative Area, Northern Bhar El Ghazal State and Central Equatoria State, CH seeks to strengthen locally led humanitarian actions and deliver effective, inclusive, and sustainable support to communities across South Sudan.

The organisation is now seeking to recruit a dynamic, suitably qualified South Sudanese national for the position of Senior Human Resources & Admin Officer. **Qualified females are highly encouraged to apply.**

Position description.

Job title: Senior Human Resource & Admin Officer

Positions: One (1)

Job Location: Juba

Reports to: Head of Operations

Travel Requirement: Up to 20% within CH areas of operation, as required

Job Summary

The Senior Human Resources & Administration Officer is responsible for leading and coordinating the Human Resources and Administration functions of Coalition for Humanity (CH), ensuring that effective people management and administrative systems are implemented consistently across the organization. The position provides functional leadership in workforce planning, recruitment and onboarding, personnel administration, performance management, employee relations, staff welfare and wellbeing, learning and development, HR compliance, HR information systems, and administrative services.

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Reporting to the Head of Operations, the role serves as the primary focal point for Human Resources and Administration matters and provides practical guidance to managers, supervisors, field teams, and staff on HR policies, employment practices, and administrative procedures.

The Senior HR & Administration Officer is responsible for ensuring that HR and administrative systems, processes, records, and controls are effectively maintained and aligned with CH policies, applicable labour laws, donor requirements, safeguarding and PSEAH commitments, and recognized good practice. The role also leads the continuous improvement of HR and administrative systems, identifies compliance and workforce risks, supports organizational planning and decision-making through accurate HR data and reporting, and contributes to building a professional, accountable, inclusive, and high-performing workforce.

Key Responsibilities and Duties

Human Resource Management

1. Lead the implementation of CH's Human Resource policies, procedures, systems, and standards across all operational locations.
2. Ensure consistent compliance with organizational policies, applicable labour laws, donor requirements, and internal HR procedures.
3. Provide practical HR guidance and advice to managers, supervisors, field teams, and staff on employment-related matters.
4. Monitor HR compliance requirements, identify gaps, and ensure timely follow-up and implementation of corrective actions.
5. Lead workforce planning and staffing processes in collaboration with department heads and supervisors.
6. Coordinate the review and continuous improvement of HR policies, procedures, templates, systems, and tools.
7. Lead the implementation of staff care, wellbeing, employee engagement, and workforce support initiatives.
8. Identify emerging workforce risks, staffing challenges, and HR priorities and provide timely recommendations to the Head of Operations.
9. Promote consistent and fair application of HR policies and employment practices across CH locations.

Recruitment, Selection and Onboarding

1. Lead and coordinate recruitment processes from approved requisition through selection, appointment, and onboarding in accordance with CH recruitment procedures.
2. Review staffing requests and ensure recruitment processes are supported by approved documentation and clear job requirements.
3. Coordinate the preparation and advertisement of vacancy announcements through approved recruitment channels.
4. Lead candidate sourcing, screening, shortlisting, interview, coordination, reference checks, and other required due diligence processes.
5. Ensure recruitment processes are fair, transparent, merit-based, conflict-sensitive, and compliant with safeguarding and PSEAH requirements.
6. Maintain complete and accurate recruitment documentation and ensure proper recruitment audit trails.
7. Coordinate communication with candidates throughout the recruitment and selection process.



8. Prepare and review offer letters, employment contracts, and onboarding documentation for new employees.
9. Lead staff induction and orientation processes and ensure completion of all mandatory employment and compliance requirements.
10. Ensure all required personnel documentation, declarations, and background verification processes are completed before or within approved timelines following commencement of employment.

Personnel Administration

1. Oversee the maintenance of accurate, complete, and up-to-date personnel records for all CH staff.
2. Ensure employee files are properly maintained, securely stored, and regularly reviewed for completeness and compliance.
3. Monitor staff contracts and ensure timely notifications and follow-up regarding renewals, extensions, amendments, and expirations.
4. Oversee leave administration and ensure accurate maintenance and monitoring of staff leave records and balances.
5. Review and process personnel action documentation and ensure approved employment changes are accurately reflected in HR records and systems.
6. Coordinate staff insurance enrolment, updates, and maintenance of related records.
7. Oversee staff identification cards and other employment-related documentation.
8. Ensure strict confidentiality, security, and appropriate access controls for personnel records and sensitive HR information.
9. Conduct periodic personnel file compliance reviews and ensure identified documentation gaps are addressed.
10. Ensure employee records are consistently maintained across Juba and field locations.

Performance Management, Learning and Development

1. Lead and coordinate CH's performance management processes in accordance with approved policies and procedures.
2. Monitor completion of probation reviews, performance appraisals, performance improvement processes, and staff development plans.
3. Provide guidance to managers and supervisors on performance management procedures and documentation requirements.
4. Ensure performance management records, trackers, and supporting documentation are maintained accurately and securely.
5. Coordinate the identification and consolidation of staff learning and development needs across departments and operational locations.
6. Support the development and implementation of staff learning, capacity-building and professional development initiatives.
7. Maintain accurate training records and staff capacity development databases.
8. Monitor implementation of approved staff development plans and capacity-building activities.
9. Promote a culture of continuous learning, performance accountability, and professional growth across the organization.
10. Provide periodic updates and recommendations on performance management and staff development trends.

Employee Relations, Staff Welfare and Wellbeing

1. Serve as the primary focal point for routine and operational Human Resources matters affecting staff.



2. Provide guidance and support to managers and staff on employee relations, workplace concerns, and HR procedures.
3. Coordinate the handling of employee concerns and ensure matters are addressed fairly, confidentially, and in accordance with CH policies.
4. Escalate complex employee relations, disciplinary, grievance, or sensitive matters to the Head of Operations and senior management as appropriate.
5. Lead the implementation and monitoring of employee welfare, wellbeing, and staff care initiatives.
6. Support staff psychosocial wellbeing and coordinate appropriate staff care interventions where required.
7. Promote a positive, inclusive, respectful, safe, and professional working environment.
8. Coordinate employee engagement and internal staff communication initiatives.
9. Support the planning and implementation of staff events, orientations, and organizational activities that promote team cohesion and wellbeing.
10. Monitor emerging staff welfare and workplace issues and recommend appropriate actions to management.

Administration and Office Management

1. Lead the coordination of office administration systems and procedures to support efficient day-to-day organizational operations.
2. Oversee office logistics, facilities management, and administrative support services.
3. Ensure administrative filing and document management systems are organized, current, and accessible to authorized staff.
4. Monitor office administrative requirements and coordinate timely procurement requests for supplies and services.
5. Coordinate with the Procurement and Logistics team on office assets, inventory, facilities, and administrative requirements.
6. Oversee staff travel and accommodation arrangements in accordance with approved organizational procedures.
7. Coordinate the administration and tracking of leases, service contracts, and administrative service provider records.
8. Coordinate administrative arrangements for meetings, workshops, trainings, and organizational events.
9. Monitor office facilities and ensure maintenance and repair requirements are identified and followed up promptly.
10. Support implementation and monitoring of workplace health, safety, and security procedures within CH office environments.
11. Oversee visitor management and ensure a professional and well-organized office environment is maintained.
12. Monitor the effectiveness of administrative services and recommend improvements to strengthen efficiency and service delivery.

Records Management, Compliance and Governance Support

1. Ensure Human Resources and Administration records are maintained accurately, securely, and in an accessible manner for authorized use.
2. Lead monitoring of compliance with CH policies, HR procedures, applicable labour requirements, and relevant donor obligations.
3. Represent organisation before labour office and other relevant HR forums.
4. Maintain and regularly review trackers for staff contracts, leave, performance reviews, training, personnel documentation, and other key HR processes.



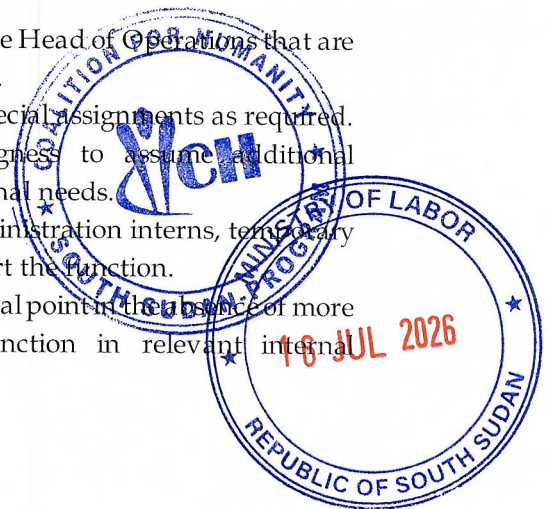
5. Coordinate preparation and organization of HR and Administration documentation required for internal and external audits, reviews, and compliance assessments.
6. Monitor compliance with safeguarding, PSEAH, Code of Conduct, and other mandatory staff declarations and requirements.
7. Coordinate periodic HR policy reviews and dissemination of approved policies, procedures, and updates to staff.
8. Ensure personnel records and sensitive information are managed in accordance with confidentiality and applicable data protection requirements.
9. Maintain organized physical and electronic archives of Human Resources and Administration records.
10. Monitor and follow up on HR and Administration-related audit findings, compliance actions, and agreed corrective measures.
11. Support governance and organizational reporting requirements by ensuring accurate and timely HR and Administration information is available when required.

HR Reporting, HRIS and Systems Management

1. Lead the maintenance and continuous improvement of Human Resources databases, trackers, and information management systems.
2. Ensure employee information within the HR Information Management System (HRIMS) is accurate, complete, current, and regularly verified.
3. Generate and analyse periodic HR reports, workforce statistics, and employee data to support management decision-making.
4. Prepare monthly HR and Administration reports for submission to the Head of Operations.
5. Monitor staffing trends, contract status, leave balances, turnover, recruitment activity, and other workforce indicators and provide timely management updates.
6. Lead HR data quality assurance and verification processes.
7. Develop and maintain HR dashboards, trackers, and reporting tools.
8. Identify opportunities to improve HR systems, processes, and administrative efficiency.
9. Develop and monitor appropriate HR metrics and performance indicators to support workforce planning and organizational effectiveness.
10. Provide management with relevant HR data, trends, observations, and recommendations to support informed workforce decisions.

Other Duties

1. Perform any other duties reasonably assigned by the Head of Operations that are consistent with the nature and level of the position.
2. Support organizational initiatives, projects, and special assignments as required.
3. Demonstrate flexibility, adaptability, and willingness to assume additional responsibilities in response to evolving organizational needs.
4. Provide leadership and guidance to HR and Administration interns, temporary staff, volunteers, and other staff assigned to support the function.
5. Act as the Human Resources and Administration focal point in the absence of more senior HR management and represent the function in relevant internal coordination processes as required.



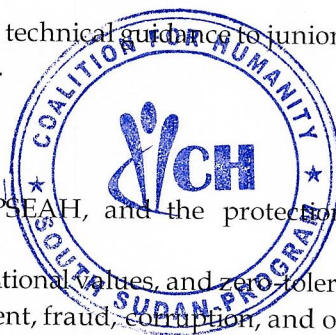
Person specification

Education & Experience.

1. Bachelor's degree in **human resource management** from a recognized institution is required.
2. Professional certification in Human Resource Management from a recognized HR professional body is highly desirable.
3. A Postgraduate Diploma or master's degree in human resource management, Organizational Development, Strategic Management, Human Capital Management, or a closely related field is an added advantage.
4. Additional professional training in labour law, employee relations, performance management, safeguarding, PSEAH, HR information systems, or organizational development is desirable.
5. Minimum of five (5) years of progressive professional experience in Human Resources and Administration, with demonstrated responsibility for managing or coordinating key HR functions.
6. At least two (2) years of experience in a senior HR, HR Generalist, Senior HR Officer, HR Coordinator, or similar role with responsibility for providing HR guidance and overseeing day-to-day HR operations.
7. Demonstrated experience in recruitment and selection, personnel administration, contract management, performance management, employee relations, staff welfare, and learning and development.
8. Experience in providing HR guidance and support to managers, supervisors, and staff on employment-related matters.
9. Demonstrated experience in HR compliance, personnel file management, audit preparation, and implementation of HR policies and procedures.
10. Practical experience managing HR databases, Human Resource Information Management Systems, workforce trackers, HR dashboards, and periodic HR reporting.
11. Experience coordinating administrative systems, office management, facilities, travel, service providers, and other administrative support functions.
12. Previous experience working with a national or international NGO, humanitarian organization, or development organization is highly desirable.
13. Experience working in a multi-location or field-based operational environment is strongly preferred.
14. Experience supervising, mentoring, or providing technical guidance to junior HR and Administration staff is an added advantage.

Safeguarding and Ethical Requirements

1. Demonstrated commitment to safeguarding, PSEAH, and the protection of vulnerable persons.
2. Commitment to CH's Code of Conduct, organizational values, and zero-tolerance approach to sexual exploitation, abuse, harassment, fraud, corruption, and other forms of misconduct.
3. Ability to maintain strict confidentiality and appropriately handle sensitive safeguarding, employee relations, and personnel matters.
4. Willingness to report safeguarding, PSEAH, fraud, corruption, and Code of



Conduct concerns through approved organizational reporting mechanisms.

Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

How to apply

Applications should include

1. a **cover letter** clearly explaining why you are best suited for this role.
2. an updated **Curriculum Vitae** (CV) with 3 referees including the last or current supervisor,
3. copies of all academic credentials and testimonials, national ID (all arranged in one file)

Application package to be submitted to jobs@ch-int.org or delivered to our head office in Juba by **4th August 2026**

Note: Indicate the position you are applying for in the subject of the email. Applications and submitted documents are not returned (submit only copies but not originals).

Considering the volume of applicants usually received, we regret that only shortlisted applicants will be contacted.

