

*Approved*  
*[Signature]*

SOUTH SUDAN COUNTRY PROGRAM  
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**JOB #: HRO-P2RT-222-04/008**

**JOB OPPORTUNITY**

**Job Title:** Human Resources Officer (1)

**Department:** Human Resources

**Reports To:** Head of Human Resources; Technically/Chief of Party Administratively.

**Country/Location:** (Torit)

**Job Summary:**

You will help coordinate and support the execution of the Country Program (CP) HR strategy and operational plans in support of high-quality programs serving the poor and vulnerable. You will provide responsive, high-quality service to address HR programs, services and operations needs in all or some of the areas of recruitment, staff development, performance management, employee relations, compensation and benefits, onboarding/orientation, policies, staff care, and employee administration.

**Job Responsibilities:**

- Provide support to the HR Manager and Area Manager in his/her responsibilities regarding the overall management of HR programs and services in Torit.
- Help coordinate and support HR processes, activities, and service delivery, to ensure they meet latest agency, donor, and local legal requirements and standards and reflect best practices. (Recruitment, performance management, onboarding of new staff, staff care, policy administration etc.).
- Assess service needs and provide quality process services and advice to support managers in their daily staff management responsibilities.
- Collect and organize input on HR processes and policies and participate in the review and update of various systems, manuals, guidelines, and tools.
- Support professional development needs assessment and help ensure the provision of precise development programs for CRS staff and partners
- Maintain record keeping through personnel files and/or HRIS that adheres to required CRS, donor, and local law regulations. As needed provide support on analytical reports on HR-related data, metrics, and trends to support decision-making, workforce planning and development.



## **Typical Background, Experience & Requirements:**

### **Education and Experience**

- Bachelor's degree in Human Resources Management or Business Administration required. Additional relevant experience and completion of HR certification or courses may substitute for some education.
- Minimum of three years' work experience in HR, preferably with an International or local NGO and good knowledge of HR best practices and standards.
- Experience with and knowledge of employment laws, regulations, policies, principles, concepts, and practices. Good understanding of the local labor law.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, HRIS.
- Supervisory experience would be a plus.

### **Personal Skills**

- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Strong customer service ethic and abilities
- Very good planning, coordinating, and organizing skills
- Able to maintain confidential information
- Proactive, resourceful, solutions-oriented, and results-oriented

**Required/Desired Foreign Language:** Good knowledge in both written and spoken English and knowledge in the local language is of advantage (Acholi or Lotuho).

**Travel Required:** Base in Torit with travel to Juba and other field locations as required.

### **Key Working Relationships:**

**Supervisory:** None

**Internal:** All HR staff, managers

**External:** Local Authorities (RRC, Labour office etc.)

### **Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

### **Gender Competency (for all CRS Staff):**

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.



**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**Application Submission:**

**PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: HRO-P2RT-222-04/008**

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **April 28<sup>th</sup>, 2022**. Application should be submitted to CRS' office Torit or by email to: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)

**Only short-listed candidates will be contacted.**

*Equal Opportunity Employer*

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*



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