



## COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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**Position: Human Resource Officer**

**Organization: Community Aid for Relief and Development (CARD)**

**Duty Station: Tambura County, Western Equatoria State, South Sudan (100% field and non-relocatable)**

**Duration: 6 months (with possibility of extension)**

**Reports to: Head of Program**

**Start Date: 01/02/2026**

Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura County, Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura County, in Western Equatoria State and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to recruit Human Resource Officer to support the implementation, and coordination of life-saving WASH interventions in Tambura County IDPs camps.

### Key Responsibilities

- **Specialized Recruitment:** Coordinating the hiring process for technical WASH roles, such as water engineers and hygiene promoters, by drafting competency-based job descriptions and managing interviews.



- **Onboarding Orientation:** Orienting new staff to organization-specific WASH standards (e.g., Sphere Standards) and mandatory safety protocols for field-based environments.
- **Contract & Payroll Management:** Overseeing all personnel data, tracking contract renewals/extensions for project-based staff, and ensuring timely payroll processing for both national and field-based employees.
- **Performance & Development:** Managing the annual appraisal process and identifying technical training needs to upskill the workforce in new sanitation or water technologies.
- **Employee Welfare & Safety:** Collaborating with security teams to ensure the physical well-being of staff in remote or high-risk field locations.
- **Regulatory Compliance:** Ensuring all employment practices adhere to national labor laws and the organization's policies on anti-harassment and protection from sexual exploitation.

## Qualifications & Experience

### Education

A Bachelor's degree in **Human Resources Management** or **Business Administration**

### Experience

- Minimum of **3 years' experience** in Human Resource, with at least **3 years with International or National NGOs**
- Proven experience in emergency WASH assessments, rapid response, and outbreak preparedness/response.
- Experience working with NGOs in complex emergencies or displacement settings is highly desirable.

### Skills & Competencies

- Strong knowledge of Human resource Management, information system and humanitarian principles.
- Practical technical skills in data management, recruitment and trainings for staff.
- Strong coordination, communication, and reporting skills.
- Ability to work under pressure and in insecure or remote environments.
- Fluency in English and Arabic required; local language skills are an advantage.

### Contract & Conditions



- Fixed-term contract for **6 months**, with the possibility of extension subject to funding and performance.
- Competitive salary and benefits package in accordance with organizational policies.

### How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the position
- An updated CV (maximum 3 pages)
- Copies of academic certificates



Application should be sent to: [cardsouthsudanprogram@gmail.com](mailto:cardsouthsudanprogram@gmail.com)

Deadline: 29/01/2026

Because of the urgency of the position, it may be filled before the deadline.

Hard copies to be delivered in Yambio office, located behind St Mary Catholic Church.

Female candidates are strongly encouraged to apply.

