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Approved

Sudan

22/03/2022



Date: 22. March.2022

Job Advertisement

Background

HI has been operating in South Sudan since 2006, implementing humanitarian and development actions aimed at promoting the rights, safety and quality of life of vulnerable populations, particularly persons with disabilities, mental health problems and functional limitations across the country. HI's current portfolio adopts an integrated and multi-sectoral approach which includes interventions centred on MHPSS, Protection, Functional Rehabilitation and livelihoods with disability inclusion a cross-cutting theme across all programmes. In 2021, HI will continue to implement interventions in these areas, whilst transitioning to post-emergency and recovery programming.

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below: -

Job Title:	Recruitment and Mobility Officer
Vacancy position	Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Human Resources Manager
Position Opened for:	South Sudanese
Contract Duration:	9 Months with Possibility of extension depends on Funding
Desired Start Date:	ASAP
Closing Date:	9 th April 2022

Key Responsibilities	Mission/ Responsibilities
	<p><u>Mission 1: External Sourcing</u></p> <ul style="list-style-type: none"> • Contributes to the assessment of aspects of the local labor market (training courses p in the country, available, skills, employer attractiveness etc) • Implements sourcing processes in his/her geographical area (e. g Interventions in trai centers, trade fairs, professional social networks etc) • Communicates current employer policies to in-house and external actors <p><u>Mission 2: Implements the recruitment process for national positions in his/her geographical supports the manager at every stage</u></p> <ul style="list-style-type: none"> • Assists managers on how to apply the recruitment and mobility processes and ensure process quality and compliance with HI policies, particularly in emergencies • Is responsible for the HR part of the recruitment process in compliance with HI's polic



	<ul style="list-style-type: none"> • With his/her HR Manager, establishes the salary level of the candidate for the Job in compliance with the current pay policy and communicates an employment offer to the candidate. • Establishes and coordinates a local pool of candidates and profiles and updates it regularly, with particular regards to rare profiles, as well as a local “emergency HR” pool. • Helps identify training needs and to draft and monitor the training plan <p><u>Mission 3: Assists with the internal mobility of HI employees (mission to be included if the Job has a mobility component)</u></p> <ul style="list-style-type: none"> • Conducts follow-up interviews allowing an employee to express a request for personal development • Ensures the smooth human and administrative integration of employees working in-house, draws the manager’s attention to any skills development requirements and monitors the implementation of appropriate development plans. <p><u>Mission 4: Emergency Preparedness and Response</u></p> <ul style="list-style-type: none"> • Contribute to the program’s emergency preparedness action and during and emergency response, adapts his/her working practices to help facilitate Humanitarian responses by HI
<p>Eligibility/Qualifications</p>	<ul style="list-style-type: none"> - Bachelor’s Degree preferably in Human Resources or its equivalent - At least 3 years of professional experiences in Human Resources department and Recruitment will be a PLUS. - Must be comfortable explaining technical recruitment procedures to line managers and staff at any time. - Must be a South Sudanese and with good understanding of South Sudan labor Act 2017. - Should be willing and ready to travel to our field locations to support recruitments and mobility

Note: This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

HOW TO APPLY

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Juba HI office located at Hai Amarat, Havana Street Juba South Sudan not later than **April 9th , 2022** Email: recruitment@southsudan.hi.org

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

