



COMMUNITY
NEEDS INITIATIVE



To: H. 3
Approved by
Inspector

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JOB ADVERT

Title: Human Resources Officer

Location: Juba with 40% field travels.

Reports to: Program Manager

Duration of contract: 12 months with possible extension

Application Closing Date: 24/11/2021

Position opened to: South Sudanese nationals with at least 3 years continuous experience working with international NGOs and with large institutional donors.

Salary Range & Benefits: To be discussed with successful candidate

Organizational Context:

Community Needs Initiative (CNI) is a national non-profit, non-political and non-governmental organization established and registered with the Relief Rehabilitation Commission (RRC) in 2015 under registration number 161. CNI is a full member of the South Sudan NGO Forum and LRPf. The NGO aims at contributing to the communities through humanitarian and developmental activities contributing to CNI's Vision: *Healthier, self-reliant and enlightened South Sudanese communities*. The organization was established to serve the deprived and vulnerable groups of people with community driven projects/activities such as increasing access to sustainable HealthCare, WASH, Education, FSL, Gender equality, conflict mitigation & peace building and environmental protection. Over the years CNI has implemented several projects covering Central and Eastern states with support from Donors like UNMISS, EU through NRC, DFID through ADRA, JAPAN Embassy, OXFAM Novib, German Embassy, USAID through Internews, UNICEF and USAID (PROPEL). CNI works closely with partners, government offices and other agencies in implementing all its programs and projects.

Community Needs initiative (CNI) with funding from COOPI (Global Initiative Fund) is therefore looking for a competent South Sudanese to fill the position of Human Resources Officer.

Position Description:

The main role of this position is to support the Program Manager and the entire program/finance team in the implementation of HR Procedures and processes, and providing inputs to project proposals and report writing whenever required. The success of an organization depends on the competency of its employees. The HR department has to ensure and sustain workforce competency by recruiting & providing training opportunities for staff. It also schedules orientation programs, which provide avenues to enlighten new employees on a company's vision Mission and objectives.

Training and orientation are essential in improving employees' skills, knowledge and competency.

REPORTING: This position reports directly to the Program Manager and collaboratively to the respective Project Managers/Coordinators whenever necessary.

DUTIES AND RESPONSIBILITIES

1. With the help of program Manager and project managers/Coordinators develops realistic job description for all staff and ensure recruitment is done on merit and competency.
2. Ensures that all organization staff are working in good security environment and monitoring staff movement for the safety of staff.
3. Ensure equal monitoring, support and evaluation of all staff under probation as expected by CNI policy and procedure
4. Design/review, develop and implement staff communications mechanism in order to ensure ongoing positive up and down communications throughout the organization
5. Provide guidance and expertise to general staff issues and proactively respond to, resolve or manage them professionally.
6. Act as liaison person in CNI work with government and other state bodies. Ensure smooth and amicable resolution on issues the organization may be facing with local authorities
7. Responsible for proper filing, circulation and implementation of CNI office policies and procedures ensuring correct interpretations by all staff.
8. Facilitate signing of timesheets, tracking of staff leave days and archiving of the same for all the staff.
9. Prepare and obtain all travel documents including processing of visas, alien's registration and work permit for all foreign staff.
10. Ensure adherence to CNI policies (tools, handbooks and guidelines including job description)
11. Implement delegated support function portfolio according to plan of action of the project for some specific staff including booking flights, both domestic and international and tracking all movement
12. Prepare and develop monthly status reports and share ideas for improvement as required by management
13. Ensure proper filing of all staff documents basing it to the project and years in line with their department

Qualifications and experience

- Higher Education in field of Human Resource Management, Public Management, public Administration and any related course
- 2-3 year of practical experience working in Human Resource and/ or Administrative units, particularly in working with NGOs
- Documented results related to the position's responsibilities
- Excellent communication skills
- Experience of good filing, both hard copy and electronic



- Experience in MS office (MS-Excel, MS-Word, Outlook and power point presentation etc.)

Required skills, attitude and competences

- Good knowledge and experience working in South Sudan
- Fluency in English, both written and verbal for proper communication with state
- Excellent negotiation and interpersonal skills
- Proactive, service oriented and problem-solving skills required
- Good knowledge and keen interpretation of related government laws and policies
- Demonstrated self-control and professionalism

Language

- Strong command over written and verbal communication in English. Arabic fluency is essential and any other indigenous languages of the two states is an added value.

Required core values

- Good understanding of and compatibility with the values of CNI.
- Commitment to CNI's mission, vision and values; the ability to convey with enthusiasm CNI's role in accompanying and serving disadvantaged communities and to advocate for their right to protection, sustainable livelihoods and a life with dignity.
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with people, situations and information.
- Acceptance of diversity and inclusion as a core value

Submission Requirements

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three professional referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to: cninngossudan161@gmail.com by 5pm South Sudan local time closing date **24/11/ 2021** or hand delivery to CNI office in Atlabara 'C' 22 Avenues near the Mosque or Torit field office in Ilangi Residence near National Health Insurance along Torit day-Garang Memorial road.

PLEASE NOTE: due to urgent need to fill this vacant position, we will be reviewing the application as we receive. This position is open ONLY to nationals with at least 3 years continuous experience working with an international NGOs and with large institutional donors. Only short-listed candidates will be contacted. **Female candidates are highly encouraged to apply.**

Commitment to Child Safeguarding:

CNI is committed to the safeguarding of children (under 18 years) who encounter with CNI personnel and volunteers in all CNI South Sudan work. All CNI Staff are expected to comply with CNI Child Protection Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

CNI takes the protection of sexual exploitation and abuse (PSEA) seriously and all the CNI personnel and volunteers are expected to comply with the CNI-PSEA policy and to sign declaration of commitment.

