

ZOA-Dorcas South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both ZOA and Dorcas have been in operation in South Sudan from 1998 and 2008 respectively.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims at enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation implemented across Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The Country office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

The organization is currently seeking for suitable candidates for the Position of Human Resource Officer to be stationed in Bor, Wau and Pibor areas.

Position: Human Resource Officer

Location: Wau

Start Date: As soon as position

Duration: One year, with possibility of extension depending on performance and funding.

THE JOB PURPOSE

In this position the incumbent will be responsible for day-to-day HR operational activities (staffing function, record keeping, etc.)

Key Result Areas

- In collaboration with HR Coordinator and Programme Manager, facilitate recruitment process for WBeG, Warrap and NBeG.
- Responsible for onboarding process of newly hired employees in WBeG, Warrap & NBeG.
- Provides guidance to employees in WBeG, Warrap and NBeG in accordance with ZOA Dorcas HR policies, guidelines as well as National labor laws
- Maintain and update HR Information to ensure that all personnel information such as employment contracts, confidential information, letters for changes in position including (promotion/Transfer/resignation/termination) leave application work tools and equipment, beneficiary details are accurately captured, effectively managed and filed in each employee file.
- Coordinate with HR Coordinator in ensuring staff information are entered in ERP system and updated on a regular basis
- In consultation with Programme Manager be able to handle complaints and grievance in accordance with ZOA Dorcas policies and procedures.
- Responsible for the collection, review and electronic filing of time sheets for staff in WBeG, NBeG and Warrap on monthly basis.
- Coordinate and follow-up completion of performance review process with Area Manager to ensure review processes are done within agreed time frame.
- Coordinate the exit process to facilitate smooth staff transition and closure of employment contracts.
- In coordination with HR coordinator arrange staff trainings and other capacity development programmes and maintain records for staff for each training completed..
- Prepare and submit HR monthly report and debriefing for accountability purpose.
- Work as liaison office with Government stakeholders at State level such as (RRC, Ministry of Labour) to facilitate timely coordination of organization affairs

Knowledge and Experience

- At least a Bachelor Degree in Human Resources Management, with knowledge of industrial relations and organizational Psychology or Business Administration may be accepted.
- At least 3-5 years of HR experience working INGO.
- Ready to take initiatives with team work.
- Information seeking with analytical thinking.
- Excellent knowledge of the South Sudan labor law.
- Advance knowledge of Microsoft Office
- Experience in Payroll management
- Experience working with ERP or any other HR Software
- Good oral and written communication with the ability to initiate and draft correspondence.
- Serving with integrity is ideal for this role.
- Ability to speak local languages including Arabic.

Competencies - behaviour

- Excellent interpersonal, communication and presentation skills
- Innovative, creative and enthusiastic;
- Ability to work in a multicultural environment
- Self-motivator, able to work under minimum supervision;
- Able to work under pressure and meet deadlines;
- Aims to integrate and reflect Christian values in relief and rehabilitation work;
- Readiness to identify and comply with ZOA Dorcas Identity and Code of Conduct

What we offer

- Working environment with scope for professional and personal development;
- Being part of a professional, dedicated, motivated, and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

Information and application

Interested and qualified candidates are kindly invited to send a cover letter and resume (both in English) no later than **4th March 2025** to recruitment.southsudan.wau@zoadorcas.ngo In your cover letter please reflect on your motivation for wanting to become part of ZOA-Dorcas, being a Christian organization.

Note:

This position is for South Sudanese Nationals ONLY. Female candidates are highly encouraged to apply.

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).
Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*