



Norwegian People's Aid
South Sudan

RE-Advertisement For Human Resource Officer-Based In Fangak

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development and Emergency Response.

NPA is currently implementing Emergency Intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit highly competent, proactive and self-driven individual (South Sudanese), for the position of **Human Resource Officer** based in Fangak. The contract for this position is Definite with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The Human Resource Officer (HRO) will support the HR department to ensure the good management and maintenance of Human resources across all programs of NPA in Fangak sub-region.

The HRO is responsible for managing and maintaining all aspects of HR in accordance with NPA's Global HR policies. Further, this position will liaise and coordinate closely with Human Resource team in Juba and other sub-offices under their responsibility.

Duties and Responsibilities:

1. Staff Recruitment

- In liaison with the HR team in Juba, coordinate all recruitments for local staff including; receiving all recruitment requests, ensure Job descriptions are in place, seeking approvals by ROSS etc. When recruitments are completed, ensure all paper work are properly filed.
- Conducts orientation/induction for newly hired staff in liaison with the hiring department and senior management as applicable.
- Ensure all policy documents are issued to new staff and they are signed and filed accordingly.

2. Leave Management

- Ensure leave policies are properly explained to staff.
- Guide staff in filling leave forms
- Ensure the leave tracker and timely and accurately updated and shared with Juba when required.

3. Performance Appraisal Management

- Work with line managers to ensure timely probationary/annual performance objectives are completed and tracked accordingly.
- Support staff performance appraisal and management process by ensuring timely and quality reviews.
- Consolidate outcomes from reviews and develop plans to address the emerging issues from the appraisals such as Training, Personal Improvement Plan or Personal development Plan and share with H in Juba.

4. Timesheet Management

- Ensure the timely completion and submission of timesheets for all staff
- Ensure that timesheets are properly and timely filed for audit purposes

5. Medical Insurance

- Coordinate with HR in Juba to ensure timely enrolment of new staff in medical insurance.
- Follow-up on staff claims and complaints to ensure they are timely addressed.

approve by
RRC Coordinator



6. HR Matters

- Working with the Administrative Officer and HR Officer, maintain an updated staff data base of leave, insurance, terminal benefits, training and development etc.
- Build awareness and enforce compliance of the security policy and guidelines to safeguard the people and assets of NPA.

7. Managing separation process

- Coordinate the exit process for staff leaving the organisation by preparing the necessary documents (waivers, certificate of service, recommendations etc.) calculating final dues and ensure payments are made within 30 days from the date of departure.
- Follow up and ensure timely approvals of staff terminations and other employee relations issues at the Ministry of Labour.

Desired Qualifications/Skills/Experience:

- Diploma in Human Resource Management or any related field.
- Minimum of 2 Years of progressive HR experience including at least one year with an International organization in South Sudan.
- Strong working knowledge of South Sudan Labour Laws
- Experience in liaising with other organizations and other government institutions
- Ability to work in a challenging environment
- Ability to independently apply HR knowledge, provide guidance and counsel to a diverse team
- Flexible, creative and prepared to work effectively to meet deadlines in a demanding work environment

NPA is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the Fangak Office or NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Fangak Office.
This is a re-advertisement and those who applied before should kindly not reapply.

Applications submitted after 12:00 noon on Wednesday 1st September 2021, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.
Only Shortlisted candidates will be contacted.

Approve by
RRC coordinator

