

Bilpam Road
Opposite Tongpiny Cemetery
Juba, South Sudan



Justice for Children
Organization

(J4CO)

Fighting For The Rights Of Children

Vacancies Announcement:

Position: HR Officer

Report to: Administration and Finance Manager

Location: Field, Leer County

Duration: 3 Months

Starting Date: ASAP

Organization Background:

Justice for Children Organization (J4CO) is a National, Nonprofit Organization established in 2016 and registered with relief and rehabilitation Commission of the government of South Sudan. Its core principle is to deliver services to the community of South Sudan. J4CO is supporting education programs in Leer, Koch and Mayendit of Unity State in partnership with UNICEF.

J4CO is currently looking for a suitable South Sudanese national to fill in the position of M&E Officer to base in Juba with frequent travels to the project site.

Job Summary

The HR officer will be responsible for providing support to the Juba and to other managerial staff in Juba. The job will involve all aspects of HR such as payroll (in the absence of the HR Manager), leave etc. This position demands excellent HR knowledge and strong organisational skills. The incumbent must have good management, interpersonal and organisational skill and the ability to report accurately.

Duties and Responsibilities

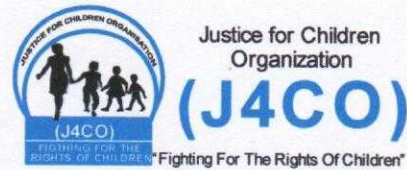
- Support HR Manager in the day to day running of the HR department;
- Ensure that all staff abide by J4CO work and ethics policies;
- Support the HR manager and line managers in HR issues and provides technical advice in line with the J4CO South Sudan HR Manual;
- Provide reports to the senior HR Manager on a monthly basis to agreed format.
- Ensure all recruitment in Juba and the field sites are carried out in line with the J4CO South Sudan HR Manual
- Provide support to Field HR officer and Line managers on the recruitment process, including the drafting of the JD and Employee Request Form (ERF) are approved by the relevant managers.
- Liaise with the line managers and provide feedback to relevant line manager on the recruitment progress.
- Provide support in the recruitment process for all staff, by ensuring that all vacant positions are approved by Labour office in Juba and posting vacancies in all the relevant locations, including the Website/s.
- Support the field site in disseminating approved vacancies and assisting in shortlisting interviews till a suitable candidate is located.
- Manage all local recruitment: advertising, receiving applications, short listing, scheduling interviews.
- Be present as part of the panel at interviews as necessary.
- Conduct HR orientation for all new staff going to the field



50-H-3
Approved by
Labour Inspector
18/5/2021



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Juba, South Sudan



Requirements and Qualifications:

- University degree in HRM or Business Administration
- Qualified, innovative HR professional;
- 2+ years of previous experience in a Human Resources role;
- Knowledge of South Sudan Labour Laws
- Experience in liaising with other organisations and government officials;
- Fluent in spoken and written English
- IT literacy with good report writing skills;
- Budgetary control and financial management skills.
- Ability to prioritise a demanding workload
- Ability to work with minimal supervision
- Able to travel to field sites.



Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: justicechildren16@gmail.com not later than 04th June 2021@5:00PM

Please Note

1. J4CO is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

