

ROAD  
Approved by Director  
on date 9/11/2024  
Upper Nile



## External advert

### Background

Royal Aid for Development (ROAD) is a Non-Governmental Nonpartisan and Nonprofit making Organization Founded in 1999 and formally registered with South Sudanese authorities such as the Ministry of legal affairs since 2015 (Reg. No 2755) and with Relief and Rehabilitation Commission (RRC) in accordance with South Sudan NGOs Act 2016 (Reg. No 383) as a Humanitarians actor

ROAD since inception it has been working in partnership with different International NGOs and UN Agencies and through that collaboration it has gain operations and financial management capacity for the general operations of its humanitarian and development interventions in the areas of our operations

All our work are led by ROAD's policies on Safeguarding, Equal Opportunities, Dignity at Work, Media, Social Media, Conflict of Interest, Recruitment, IT, and financial policies around Anti-Bribery, Anti-Corruption & Anti-Fraud, Anti-Money Laundering & Terrorist Financing should be read in conjunction with the Code of Conduct for a wider understanding of the applicability of the Code

### Job purpose

The aim of the position is to manage ROAD's personnel administration and support to the organization staff. The Senior Human Resources Officer supports ROAD's humanitarian and development programs Strategies and contributes to the implementation of the independent Human Resources review, which resulted in the establishment of HR strategic priorities and the reconfiguration and transformation of the Division of Human Resources (DHR) from a largely transactional model into a strategic business partner for field operations and senior management. Having the right people in the right place at the right time is at the core of enabling ROAD to protect and respond to persons of concern. By attracting, retaining and developing a talented, diverse and agile workforce while nurturing a culture of excellence, respect and wellbeing for all, ROAD's Human Resources acts as a strategic partner to the organization enabling a people-centric culture.

**Position:** Senior Human Resources Officer

**Location:** Malakal, Upper Nile State

**Closing Date:** 31<sup>st</sup> January 2024

### Key responsibilities and Duties:

- In collaboration with program manager, manage the roll out and implementation of the general employment contract terms for both national and international staff
- Engage with management to understand priorities, and provide advice and solutions on all aspects of HR in line with delegated HR authorities
- Establish and maintain good working relationship with national/state ministry of labor

\* ROAD reserves the right to cancel the recruitment process at any time with or without notice if it sees unfit



The SHRO shall ensure that HR services are provided in a client-oriented manner (while ensuring consistent ratio and harmonized condition of service among the existing workforce. S/he ensures integrity, transparency, fairness and professionalism in all HR matters. S/he provides guidance to managers and staff at large on HR matters liaises and consults with relevant HQs Departments on policy level discussions, clarifications and confirmations. The SHRO needs to have a good understanding of HR dashboards and will be responsible for tracking of various staffing trends in the operation and presenting to the Management as/when required to ensure diversity in the international recruitment and improving the gender balance of national workforce. S/he will be coordinating all staffing review processes and provide guidance to the Management to ensure that the operation is rightly staff to effectively implement the operational strategies. The incumbent will act as the ex-Officio to the organization. He/she will have a lead role in the first and second line of defense and oversight function of the work of organization in the country

S/he is closely involved in addressing issues of staff relations and grievances, conflict management, counseling, providing advice on support and complaint mechanisms, as well as ensuring that staff welfare is attended at all level within the operation, maintaining the highest level of confidentiality and compliance with the prevailing rules and regulations. The incumbent will be expected to monitor the status of active organizational Job Requisitions and support managers in the recruitment process. The incumbent will monitor, through the HR officers, active local and national job requisitions and ensure that timelines are respected, and positions filled in a timely manner.

**Security Conditions:** The duty station can be described as relatively calm with unpredictable political environment. However, caution should be exercised when walking around in different parts of the state

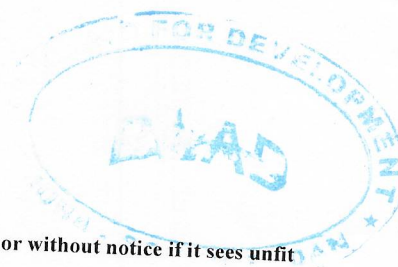
#### **Competencies**

Accountability, Analytical thinking, Change capability & adaptability, Client & results orientation, Commitment to continuous learning, Communication, Empowering & building trust, Judgement & decision making, Leadership, Managing performance, Managing resource, Organizational awareness, Planning & organizing, Strategic planning & visions, Teamwork & collaboration

**NB: female candidate are strongly encourage to apply**

Only short – listed candidate will be contacted

Deadline for submission of application is 31<sup>st</sup> January 2024. Interested applicants should send softcopies of their CV and cover letter responding to the technical skills, experience & knowledge to [royalaid9@gmail.com](mailto:royalaid9@gmail.com) or hardcopies at **ROAD office humanitarian hub Malakal** upper Nile State



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**Field(s) of Education**

Human Resources Management; Human Resource Development; Personnel Administration; Business Administration; or other relevant field

**Relevant Job Experience (Essential)**

Experience working in Human Resources. Sound knowledge of general HR policies, processes, systems and managerial experience

**Desirable**

Proven ability to identify and implement successful business related HR interventions. Experience in some of the following areas:

- Workforce planning, organizational design, recruitment, HR policy or talent development
- Experience in HR information technology systems and tools
- Experience in field humanitarian operations and/or emergency settings
- Experience working with the United Nations. Experience working in a multi-cultural setting.

**Functional Skills**

- HR-Local mass recruitment
- HR-Coordination and Oversight of Workforce Mobility
- HR-Inclusion, Diversity and Gender strategy design and implementation
- HR-HR data and people analytics
- HR-HR Business Partnering
- HR-Employee Relationship Management
- HR-Talent Development and Nurturing
- RM-Risk Management
- SO-Critical Thinking and problem solving
- SO-Learning Agility
- SO-Situational Judgment

(all the above functional skills are essential)

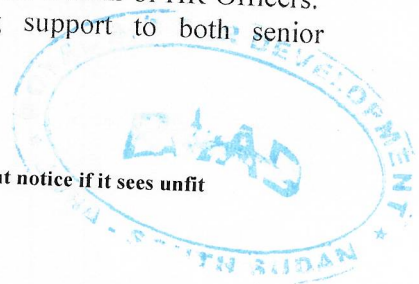
**Desired Candidate Profile**

The ideal candidate should have solid ROAD experience in HR management. S/he should be motivated, hardworking, able to juggle competing priorities. S/he should also possess excellent communication skills, negotiating capacity, good interpersonal and people management skills. S/he needs strong experience with South Sudan Non-Governmental Organization (NGO) recruitment guidelines. Prior experience in the management of Assignment Committees The incumbent must have a proven experience with processing and oversight of international recruitments, sound knowledge of the new recruitment policy and its implementation.”

**Nature of Position:**

The Senior Human Resources Officer (SHRO) is a member of the Senior Management Team, working under the direct supervision of the program manager and leads a team of HR Officers. The SHRO provides technical guidance and capacity building support to both senior management and HR staff within South Sudan.

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- Lead the recruitment process in close cooperation with programs manager, ensuring advertisement, recruitment and onboarding of new staff is done according to ROAD policy; share all relevant document with program manager
- Sponsor HR initiatives that support organizational culture change such as good people management practices, and promoting gender, inclusion and diversity
- Monitor staff attendance, annual leaves, consumption; maintain and update all HR trackers, including employment contracts and annual leaves days
- Coordinate the onboarding process of newly hired staff
- Lead in managing proper separation processes up to final settlement and operationalize HR activities to ensure timely provision of HR solutions, prioritizing according to the needs and risks
- Facilitate quick and efficient communication of HR related issues to the organization
- Coordinate the performance management process with line managers and staff
- Organize regular all staff meetings and ensure proper documentation of staff attendance, minutes, and action points, follow up on the action points with head of program units

#### **Assignments and Talent Acquisition**

- Oversee the process of recruitment, assignment and reassignment of locally-recruited staff and affiliate workforce, ensuring compliance with ROAD rules and procedures, and providing advice to managers where required
- Set up and run (Country) Assignments Committee
- Take a proactive approach to risk management in the areas of recruitment, ensuring the issues are identified, addressed and reported and, where appropriate, escalated
- Advice to managers and staff, and contribution to an inclusive work environment:
- Build dialog and outreach with staff to provide support with their queries; and also promote dialog between staff and management to help find solutions to HR-related issues
- Be proactive in identifying issues, themes and patterns affecting the workforce's health and welfare, including sexual harassment and abuse of authority
- Ensure that on-boarding, induction, re-integration into the workplace and off-boarding support, is provided to colleagues; Induction programs should include information on Protection from Sexual Exploitation and Abuse (PSEA) and Sexual Harassment, Code of Conduct as well as workforce's rights and obligations

#### **Duty of Care:**

- Contribute to establishing and maintaining a medical evacuation plan with senior management, Field safety and the Senior Medical Officer.
- Support the development and implementation of a Duty of Care strategy. Identify and assess issues related to duty of care including physical, mental health and safety of UNHCR's workforce. Promote work/life balance and flexible working arrangements with managers and staff

#### **Minimum Qualifications**

Education & Professional Work Experience

Years of Experience / Degree Level

- 9 years relevant experience with Undergraduate degree; or 8 years relevant experience with Graduate degree; or 7 years relevant experience with Doctorate degree

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