

Approved by
SMUPS and HRD
Director of Labour
MINISTRY OF LABOR, UNEMPLOYMENT
& HUMAN RESOURCE DEVELOPMENT
01/12/2023



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "Zero Hunger by 2030" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

Senior Officer - Human Resources in Bentiu, Unity State, South Sudan

Announcement date: 01.12.2023

Closing date: 22.12.2023

Contract duration: three months' probation period with possibility for extension for 12 months.

Salary grade: 5

Background:

Welthungerhilfe (WHH) has been working in today's South Sudan since the late 1990's. Since the country's independence in 2011, Welthungerhilfe has implemented 87 projects ranging from rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, with an overall volume of over EUR 420 million. Through 19 projects in five states (Northern Bahr el Ghazal, Unity State, Western, Central and Eastern Equatoria), we supported 610,000 people in 2020 alone. Welthungerhilfe receives institutional grants from German federal funds (GFFO, BMZ, GIZ), UN (WFP, FAO, SSHF) and the European Trust Fund (EUTF). WHH SSD primary areas of work in South Sudan are food security, agriculture, food systems, nutrition, WASH and infrastructure rehabilitation, under the overarching umbrella of climate resilience and adaptation. Established in Germany in 1962 under FAO-led campaign against hunger, currently operates in 36 countries globally.

Project background:

In Bentiu, WHH implements four projects, funded by WFP, BMZ, GIZ and WHH own funds. The team consists of 53 national staff members.

WHH is currently looking for a qualified and seasoned Senior Officer - HR to support the HR Department in smooth management of Bentiu Field Office.





Job purpose:

The aim of the position is to manage Welthungerhilfe's personnel administration and human resources development in coordination with the HR Coordinator and to provide support to Bentiu Office staff.

The Senior Officer - Human Resources reports to the Field Support Coordinator in Bentiu, with technical management of Country Office-based HR Coordinator.

Key responsibilities:

- In collaboration with the CO-based HR Coordinator, manage the roll out and implementation of the General Employment Contract Terms (GECT) for national staff.
- Establish and maintain good working relationship with State Ministry of Labour.
- Lead the recruitment process for Bentiu office in close cooperation with CO-based HR Coordinator, ensuring advertisement, recruitments and onboarding of new staff is done according to WHH SSD policy; share all relevant documents with CO HR Unit
- Monitor staff attendance, annual leaves' consumption; maintain and update all HR trackers, including employment contracts and annual leave days.
- Coordinate the onboarding process of newly hired staff.
- Lead in managing proper separation processes up to final settlement.
- Facilitate quick and efficient communication of HR related issues to the HR department at Country Office in consultation with immediate supervisor.
- Coordinate the performance management processes with Line Managers and staffs.
- Organize regular all staff meetings and ensure proper documentation of staff attendance, minutes, and action points; follow up on the action points with Heads of Projects or respective departments at Country Office level.

Your profile

- Diploma/ Degree in HR and/ or Public Administration.
- At least three years working experience as an HR Officer in a humanitarian context with INGO.
- Proven coordination skills, result-oriented approach.
- Documented results related to the position's responsibilities.
- Fluency in English, Juba Arabic, and local language Nuer is an advantage.

How to apply:

Interested applicants can submit their applications and CVs (max. four pages) in English, including copies of certificates, national ID, providing names of three referees and their telephone contacts. The applications with subject "Senior Officer-Human Resources" are to be submitted to:





For a world without hunger

Welthungerhilfe Field Office in Bentiu Town

You can send electronic copies of your application documents to email: recruitment.SSD@welthungerhilfe.de

Applications should not reach later than 22 Dec 2023,

Only short-listed candidates will be contacted. Qualified female candidates are strongly encouraged to apply.

