

VACANCY ANNOUNCEMENT

Approved
Jga
09 SEP 2020
DIRECTOR GENERAL
STATE MINISTRY
JUBA - SOUTH SUDAN

BRIEF BACKGROUND OF HUMANITY AND INCLUSION

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with physical disabilities including deformities, injuries, sight/ hearing/neurological impairments; persons with mental health issues; victims of Sexual and Gender Based Violence (SGBV). HI's current operations are centred in POCs and IDP camps outside Juba city; Central Equatoria, Yambio Western Equatoria and Torit in Eastern Equatoria, with the Country Office based in Juba city. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to MHPSS and PWD assistance in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (PWD and other most vulnerable) are being targeted through MHPSS (Mental Health & Psychosocial Support) and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, UNHCR, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is repositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below:-

Job Title:	Human Resource Officer
Program:	Support
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Human Resource Manager
Position Opened for:	South Sudanese
Contract Duration:	6 months with Possibility of extension depends on Funding
Desired Start Date:	ASAP
Closing Date:	23 September, 2020



ROLE PURPOSE:

He/she will support the recruitment processes, monitor contracts and contracts renewals, co-ordinates and monitors completion of performance appraisal and personal development plans, provide advice staff on interpretation of policies and practices. Provides administrative support for the travel, office and accommodation facilities.

At Humanity & Inclusion, we believe and are committed to the safeguarding and protection of children and vulnerable people in our work. Any candidate offered a job with HI will be vetted and obligated to know, sign and abide to the PSEA-H, Child protection, anti-fraud, bribery and corruption policies, code of conduct and staff regulation as an appendix to their contract of employment. The HR Officer will have to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the code of conduct'.

1. Travel Documents (Expats)

- Responsible for all expats travel documents and processing from all the relevant government Institutions, including Visa, Work permits, Alien Registration, etc.
- Coordinate with the Logistics for airport pick up/drop and guesthouse/hotel arrangements in South Sudan.
- Maintain accurate updated staff lists for humanitarian flight services' (MAF and UNHAS) ensuring it is updated at all times.
- Maintain and update "welcome Pack" for visitors and new staff and ensure it is sent to visitors arriving in-country for the first time.
- Maintain updated list of international return tickets purchased for expatriate staff, keeping track of expiry dates.
- Maintain timely communication and provide travel updates to the staff concerned and the administrative focal points in field offices.
- Maintain and update travel board for staff and visitors travelling to and from area/field offices within the country.

2. National Staff Management**2.1 Recruitment and On-boarding:**

- Support and coordinate recruitments through, ensuring job descriptions are in right format, management of Job Requisitions, preparation of internal and external job postings, drafting of offer letters, contracts and ensure consistency and harmonization between departments, policy and use of official HR forms.
- Handle logistical arrangements for candidate interviews, prepare interview schedules, interview questions and necessary tests in collaboration with hiring manager, and train non-HR staff in schedule preparation as necessary.
- Coordinate the recruitment tracking status report for and send to all Managers on a weekly basis.
- Ensure that all recruitment conforms to HR procedures
- Draft and maintain HR induction presentation.
- Ensure that all staff requirements are met prior to arrival, i.e email address, laptop, desk, seat, stationery, staff ID cards etc
- Prepare all casual/Volunteer service agreement contracts with guidance and support from Managers and maintain records of all contract related information.

2.2 Performance management

- Coordinate timely performance appraisals and maintain an updated database for all staff in coordination with the HR Manager and other Managers.
- Define, support and advise HR assistants, Internees and Volunteers in the implementation of their action plan (objectives);
- Ensure feed back towards your team about issues potentially raised by them;
- Ensure a good communication – coordination – information level of each member of team through regular coordination meetings.



2.3 Information Management

- Follow the filing system implemented by HI archives (hard and soft copies);
- Maintain confidential, accurate and up to date HR Data Bases (HR - leave, payroll, training records, insurance and ID, including tracking contract dates and extensions etc; Other – equipment issuance records; accommodation tracker to record usage for each container by night to support quarterly payment).
- Maintain monthly reports on guesthouse occupancy, tickets issued, and hotel reservations.
- Submit the weekly security movements of staff and visitors to the Country Safety Coordinator.
- Monitor and ensure that all personnel documents are updated and maintained in the personnel files.
- Maintain and update the Timesheet tracking system and file all timesheets appropriately.
- Respond to both internal and external inquiries about the employment recruitment process
- Participate to the monthly situation report (SITREP) by providing relevant data related to HR and Administration;

2.4 Exit Management

- Process all termination paperwork for all staff including preparation of termination notice letters in relation to closing grants and restructuring.
- Work closely with Supervisors to ensure exit interviews are offered to all staff and data is captured in the exit survey to ensure a learning and reflective culture in the country program.

3. Management of office

- Making sure all supplies necessary for the accommodation and office function are available
- Assist the HR Clerk in follow up of timely procurement of supplies and monitor reconciliation for HR department
- Assisting the HR/admin assistant in making sure that new staff and guests receive accommodation orientation
- Overall responsibility for office administration ensuring smooth functioning of the office and portrayal of professionalism- cleanliness, staff attendance, management of visitors

4. REPRESENTATION

- Participate in HR/admin coordination and information meetings (NGO coordination, etc.) and liaise with colleagues of other NGOs.
- Organizing and chair internal monthly general HR meetings and send minutes to Base Manager/Area Coordinator

Objective 6 : Security

- Follow the respect of security regulation and refers to the Log coordinator and Program managers in case of any problem.
- Follow the security context and refers to the Log coordinator in case of potential problems.
- Other

It is a non-exhaustive list and your job description can be updated during your employment by HI.

Flexibility is highly required in job of HR-Admin Officer. The Officer must be flexible to follow any instruction issued by HI.

Knowledge required	Skills and experience required
<ul style="list-style-type: none">○ University degree in Human Resource Management, Social Sciences, Public or Business Administration, or other relevant field with additional trainings/courses and years of related work experience in Human Resources and Administration sectors.○ 4 years of experience working in HR-Admin required, 2 years with a NGO preferred○ Management experience including capacity building preferred○ Fluency in spoken and written Arabic and English required○ Proficient in Microsoft Office	<ul style="list-style-type: none">○ Proven ability to manage large and varied workloads, and can manage stress constructively.○ Proven ability to work with limited supervision, prioritize tasks to plan, coordinate and monitor own work plan to meet deadlines.○ Pro-active, stable and robust character and a good team-player.○ Excellent interpersonal skills and demonstrated ability to establish effective working relations at all levels.○ Good communication skills with the ability to persuade influence and adapt communication style to different situations and individuals.○ Ability to establish priorities, and to plan, coordinate and monitor own work plan and those under his/her supervision.

Note: This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.



As an employee of HI, all staff are required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues..), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

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HOW TO APPLY

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Juba HI office
located at Hai Amarat, Havana Street Juba South Sudan not later than **September 23, 2020.**
Email: recruitment@southsudan.hi.org

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

**Humanity and Inclusion is an equal employer and encourages applications from qualified
Female candidates and persons with disabilities.**

