



World Vision

SOUTH SUDAN

Plot 1, Block 2BX, Hai Cinema
P.O Box 449, Juba South Sudan
Juba: +211927445778, +211925003401
Kuajok: +211925003402
Yambio: +211925003404
Malakal: +211925003403
E-mail: Worldvision_Southsudan@wvi.org
Website: www.wvi.org/south-sudan



Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development, and Advocacy Organization dedicated to working with Children, Families, and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity, or gender. All employment in World Vision is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible. World Vision International - South Sudan is now seeking qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

- Job title:** Zonal P&C Officer
Reporting to: National P&C Coordinator
Location: Kuajok
Availability: As soon as possible

Purpose of the position:

The Zonal P&C Officer is the P&C focal point for the P&C operations for the programs/ projects at the county level. He/ she is responsible for all HR operations at the county level, like workforce planning, recruitment, orientation, contract management, staff care, staff rewards, staff discipline, staff separation, and P&C support to line managers. He/ she will also ensure Safeguarding-related requirements at the zonal level. He will report to the National P&C Coordinator.

Roles and responsibilities:

P&C technical support

- Communicate all P&C policies, procedures, and standards to the line managers and staff in the programs/ projects in the counties.

- Ensuring that P&C policies, standards, and processes are adhered to by all line managers and staff within the Zone.
- Clarify issues on policies, procedures, and guidelines as and when needed.

Recruitment and staffing in the Counties

- Compile the Annual staffing plans for the Projects/ Programs in the counties.
- Prepare monthly recruitment plans in line with the annual zonal recruitment plans.
- Manage the recruitment in coordination with the National P&C Coordinator on the Work Day.
- Conduct periodic new staff orientation for all recruits.

Contract (New contracts & Renewals) Management

- Maintain contract tracker staff in the programs/ projects and alert line managers well ahead of time on contract ending and renewal plans.
- Getting information from line managers on the end of contracts and arranging serving end of contract notice to staff well ahead of the end date of the contract.
- Get the contract letters from National Office and distribute the contract letters – New and renewals- to staff.

Staff and Volunteer Incentives Payroll Information Compilation

- Review, update, and send the updated staff information and provide information to the National P&C Coordinator for payroll preparation and reconciliation.
- Update and send the Volunteer incentive pay information to the National P&C Coordinator for incentive pay.
- Raise terminal benefits and incentive payment-related issues of affected staff to National Office Finance and P&C focal points.

Workday management

- Enter all required staff data in Workday and update the Workday records.
 - Reconcile the workday records with payroll and other information in consultation with the National P&C Coordinator (In-charge of workday operations).
 - Ensure that the line managers enter/ complete the required procedures in Workday as per recruitment, performance management, staff movements, and staff exit guidelines.
- Staff well-being**
- Execute staff care interventions in the County in consultation with the National Office point person.
 - Handle staff grievances and disciplinary issues in consultation with the National P&C Coordinator.
 - Support the implementation of Employee Engagement activities as per the Our Voice Action Plan

P&C Files management

- Monitor, update, and manage staff records (Both virtual and hard copies) and provide accurate HR information for management decision-making



- Keep an efficient filing system (BOX files and Staff files) and verify periodically the accuracy of staff information on personal files.
- Ensure employee files are accurate and well-managed and always kept under lock and key;
- Track staff movement in regards to absence, sickness, and annual vacation
- Work day system information management, ensuring all staff data is accurate.

Safeguarding focal point at the county level

- Together with the National P&C Coordinator, arrange staff and volunteer orientations on Safeguarding.
- Ensure all staff and volunteers have signed and acknowledged the updated, contextualized Child and Adult Safeguarding policy.
- Support Safeguarding incident management and investigations.

Reporting

- Prepare a monthly report detailing key contributions and achievements, challenges, support needed, and plans for the next month.

Qualifications/Education/Knowledge/Technical Skills and Experience:

- Bachelor’s degree or equivalent in Human Resources or management with field/practical experience working with situations of HR policy formation, guidance, and implementation.
- Basic understanding of the Labour Act and HR policies and practices of South Sudan.
- Understanding of Child and Adult Safeguarding law, prevalent policies and practices in South Sudan.
- Technical skills: Skills in Human Resources and management.
- Experience: 2 years’ experience in Human Resources/Humanitarian organisations/ Administration.
- Other: strong relationship building and spiritual maturity in Christian faith, ability to influence, innovative, and proactive personality.
- Strong computer and knowledge management skills, including the ability to learn new platforms quickly
- Critical thinking skills to relate work performed to the broader business context

HOW TO APPLY:

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter, and updated CV with at least three referees with their telephone numbers as per the instructions below:

Interested applicants should apply through the link:

Advert Duration	1st – 18th September 2025
Click this link/copy this to the browser & apply.	<u>https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Kuaji-ok-South-Sudan/Zonal-P-C-Officer-1_JR44890</u>



The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted, and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information up front. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



Warrap Labour Card is one of the requirement -

Ch/A.K. Pio
01-09-2025

