



PO Box 144, Juba,
South Sudan
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ANNOUNCEMENT

Solidarity with South Sudan is currently taking applications for:

Human Resources Officer

Status of Solidarity with South Sudan: Solidarity with South Sudan (SwSS) is a faith-based institution within the Catholic Church in South Sudan.

The Mission of Solidarity with South Sudan: (SwSS) aims to create self-sustainable teacher training, health, agricultural and pastoral institutions and programs that will help to empower South Sudanese people to build a just and peaceful society.

Terms of Employment: This is a Limited Term Contract of one-year duration in the first instance. The HR Officer will be based in Juba at the offices of SwSS. The HR Officer will report directly to the Executive Director of SwSS. This position will coordinate with all Project Principals and HR Focal persons in all Solidarity projects. This position involves regular traveling to the current project sites (Wau, Yambio, Riimenze and Kit) and any future site that may come under the responsibility of Solidarity, within the duration of the project. This position does not offer housing or local Juba transportation assistance.

Job Description:

- The Officer will oversee the implementation of the Solidarity HR manual and policies in all its aspects in each project.
- The Officer will be keeping an accurate overview of HR management; responsible for providing efficient and effective HR monitoring, HR guidance and HR support to different project and staff management.
- She/he will assist in the drawing up of job descriptions for employees in all Solidarity projects.
- She/he will assist with the regular evaluation of staff.
- She/he will ensure that all South Sudan Labour Laws are adhered to.
- She/he will be required to assist in resolving employee disputes, including representation in National Ministry of Labour and State Labour Offices.
- She/he will assist the Solidarity Administration Officer as needs arise.
- Assist in producing budget analysis and reporting for programme finances.

Requirements:

- She/he must be fluent in English and Arabic. Any ethnic languages will be a plus.
- Excellent written and verbal communication skills.
- She/he should have a minimum of three years' experience as a Human Resource Officer with direct responsibility for employees and projects related employees.
- She/he will have an understanding of the complexities of the relationship between Civil and Traditional law in South Sudan.
- Bachelor's degree in HR Management or relevant field.
- In-depth knowledge of HR policies, regulations and HR management processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.

The position requires excellent computer skills with a very good knowledge of Microsoft Word and Excel as well as good typing skills.

Qualified applications will be accepted at the Solidarity Office at Hai Jerusalem, Juba Market, next to CRS.

Please submit: Current CV or Bio with up to date contact and phone numbers
Proof of Education including documentation of certificates
earned 2 work related references with contact numbers. (Hard copy only accepted)

Contact Person: The Administrative Officer, SwSS, Tel. 092 537 7406

Application Deadline: Friday.13th August 2021 at 4:00 pm

Those shortlisted only will be contacted for an interview at a date to be arranged.