



**South Sudan**  
**JOB VACANCY**  
**External/Internal**

**Position Title:** Senior Human Resource Officer (1 position)

**Location:** Maban County, South Sudan

**Duration:** Short term contract, extension depends on availability of fund.

**Reports to:** HR Manager

**Supervises:** HR Officer

**Relocation:** Non-relocatable

**Contract Type:** Fixed term contact

**Vacancy Number:** RI-SSD-HR-2026.03-JB007

**About RI:**

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

**Position Summary:**



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The incumbent is accountable to Human Resource Manager to provide advanced human resource services in recruitment, performance management, employee relations, training and development, benefits administration, and policy implementation.

The incumbent also supports the HR Manager by coordinating HR operational functions at the field level, ensuring adherence to policies, and providing guidance to HR officers and staff to promote an effective, compliant, and motivated workforce in RI Maban field office

## Key Responsibilities

### Support to policy development and implementation

- Support policy development and implementation in collaboration with the country's HR manager.
- Contribute to HR / Admin policy development and corporate HR / Admin initiatives by assisting in generating and maintaining data on trends, risks and opportunities and sharing local HR / Admin best practices.
- Undertake projects in support of the HR / Admin initiatives for attainment of RI objectives in line with the country's HR / Admin strategy.
- Generate operational workforce data for planning, including related statistical summaries and movements of RI personnel within the relevant field office.
- Ensure appropriate mapping of HR and administration processes to enable efficient and effective services and workflows. Develop, implement and update HR/Admin related working instructions, templates and tools.
- Communicate HR / Admin policy changes and new HR / Admin initiatives to field office management and personnel, providing guidance as needed.
- Encourage line management responsible for the implementation of HR policies and effective team management, providing guidance and coaching as needed. Foster the relationship between supervisors and personnel encouraging dialogue and two-way constructive feedback at the field level.
- Collaborate with HR management team to support institutional gender and diversity initiatives, providing advice on issues related to equity, compliance, inclusion, and diversity.
- Provide administrative advice and support to program staff and contractors including but not limited to preparation of documents, coordination of staff related emergencies at the field site.
- Inform and advise personnel, consultants, partners on their conditions of service and entitlements according to their contract modality, expediting actions to facilitate their efficient, timely, and client-focused onboarding.
- Support systems that prevent sexual exploitation and abuse and promote the implementation of the Code of Conduct and safeguarding policies.

### Talent Administration and Field Office Administrative Services

- Provide support in Implementing talent acquisition activities in line with RI policies and processes covering Recruitment, Onboarding, Position Management, Job Classification, Performance Management, Learning and Development, Change Management, Salary and Benefit administration, Contract Administration, Succession Planning and Out-processing at the field site.
- In collaboration with country HR manager, oversee accurate administration of entitlements, payroll, payments for all personnel and the efficient administration of contractual modalities, in



the field office. Oversee the provision of personnel reporting within the field office, manage and update HR and admin tracking sheets, ensuring that systems and data are updated and in place.

- Lead recruitment processes ensuring best practices are used for effective and efficient talent acquisition in line with RI policy. Utilize and maintain recruitment plans, tools and policy guidance to efficiently and effectively recruit and retain a diverse workforce to meet the needs of the RI operational objectives. Maintain personnel rosters at the field level.
- Overall management of personnel records including attendance sheets, personnel files, leave records, according to local and corporate record retention guidelines for the field office.

#### **Knowledge building and Knowledge sharing**

- Organize, facilitate and/or deliver training and learning initiatives for personnel on HR and admin related topics at the field level.
- Contribute to HR / Admin knowledge networks and communities of practice by providing collaborative synthesis of lessons learnt and dissemination of best practices in human resources and administration management through HR manager.
- Maintain HR and administrative analytic parameters and data.
- Briefing personnel on issues related to the area of work.

#### **Qualification and Minimum Requirements:**

Applicants should;

- Bachelor's degree in business administration or other related field
- At least 3 years HR experience in related role, INGO sector preferred, not required
- Demonstrated knowledge of and experience supporting investigations
- Excellent interpersonal, communication skills and coordination experience
- Excellent time management skills and resourcefulness with strong attention to detail
- Previous experience of working with an HR Information System and database management including Microsoft.
- Analytical skills and strong organizational skills and Knowledge of legislations of South Sudan and general compliance regulation
- Previous work experience in Maban field office is an added advantage.

#### **GENERAL CONDITIONS:**

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

#### **We would like to share Relief International's values with you:**

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### **APPLICATION SUBMISSION CRITERIA**

HOW TO APPLY:



- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through <https://ri.bamboohr.com/careers/278> . All above mentioned documents should be non-returnable.
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- This is a national position.
- Deadline: 1<sup>st</sup> April 2026-4:30 pm SSD local time

**Qualified Female are highly encouraged to apply**

