



VACANCY ANNOUNCEMENT- (External/Internal)

N0.MBN-SHRO/2020/29/06-N

Job Title: Senior HR and Administration Officer -1 Post only
Location: Maban county, Upper Nile state South Sudan
Duration: 6 Months with possible extension depending on availability of Funding
Reports to: Area Coordinator
Start Date: ASAP
Eligibility: South Sudanese National only.

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job overview

Working under the direct supervision Area Manager and technical guidance of the HR manager, the Senior Human Resources and Administration Officer will ensure timely and quality execution of HR Roles and Responsibilities in Maban, Upper Nile state including and not limited to recruitment of all Maban local positions, Induction and on boarding process, Staff welfare management, Leave management, Labor relation, Payroll and NSIF management, Cooks and Cleaner Manager, flight bookings for Re-locatable staff, Capacity Building (management of RI excel and LMS) , Performance management etc.

Main Duties

Recruitment

- Take ownership and lead in recruiting, sourcing and identification of talent including proactive discussions for vacant roles with hiring managers in close collaboration with

field based HR staff. Receive and review all approved RRFs and JDs, initiate recruitment processes; liaise with requesting manager for any discrepancy in the RRF;

- Advertises posts, maintains a register of received applications; prepares shortlists of candidates with hiring manager
- Prepare recruitment plan for all positions opened in collaboration with the hiring manager
- Coordinate the schedule of interviews with requesting department and field offices, administer testing as appropriate
- Contact referees to get feedback regarding for potential candidates
- Provide responsive, high-quality service to candidates
- Expand the capacity of hiring teams to identify talent via improved interview skills and ability to respond in a timely manner on critical/emergency needs
- Successfully develop pipelines and rosters and build strong relationships with potential candidates
- Create Recruitment tracker and ensure their weekly circulation to hiring managers
- Maintain an updated roster of candidates
- Liaise with relevant Government agencies on updated Government requirements on recruitment
- Ensure the new staff timely submission of complete pre-employment requirements and completion of HR recruitment forms; liaise with field offices on this task
- Ensure the completeness of all recruitment documents for new staff.
- Prepare and maintain auditable employee files for each position for unsuccessful candidates.
- Ensure the recruitment section of the HR report is updated monthly

Payroll

- Prepare accurate monthly payroll advice based on information on ground;
- Provide timely feedback to Juba based counter parts on any discrepancies identified in the payroll memos and facilitate the correction of the same
- Handle staff payroll inquiries and liaises with Juba HR team and other units on relevant issues; provide advice and support to staff in field on related payroll and benefits queries
- Ensure observe payroll deadline and ensure all policies are adhered to.

Performance Appraisal and capacity building

- Assist the Senior HRO based in Juba track completion of performance evaluation reports on quarterly Utilization report and follow up closely with all line managers for timely submission of these forms
- Under the guidance of the HR Manager, review the quality of performance objectives and provide support to supervisors on this

Capacity Building

- Support HR coordinator on staff policy trainings and RI academy lessons

Terminal Benefits

- Be the field office focal point for processing of terminal benefits for all departing staff and share with Juba for review and approval.

Other responsibilities:

- Maintain and ensure all time sheets are collected from staffs; follows up with relevant staff/managers on timely submission of time sheets
- Track all leave
- Enrols all new staff on RI academy
- Ensure all new staff are inducted and oriented on various RI policies

Supervision

- Ensure the supervision of HR Assistant and Cleaners and Cooks in Maban

Note:

- The role of the Senior HR and Administration Officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the midwife will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competency required.

- Bachelor Degree in Human Resource management or Business Administration/public Administration.
- 3-4 years working experience in HRM (Benefit Administration, recruitment and performance management)
- Previous experience working for an INGO or UN
- Excellent communication, writing and presentation skills;
- Good knowledge of South Sudan law (Taxation, SSD Labour Law, RRC Regulation and NGO Act etc.)
- Excellent computer skills (Most relevant programs)

Desirable:

- Experience working in South Sudan mostly in remote field based with hard condition;
- Knowledge managing complicit

General Condition:

- Applicant must not be person who has bad record or has 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

HOW TO APPLY:

Due to Covid 19, all applicants are advise to apply online only to the below email address;

recruitments@ri.org indicating the vacancy number **N0.MBN-SHRO/2020/29/06-N** as the subject of your application submission.

Note:

- 1) Hard copy applications submitted at the office gate will be disregarded.
- 2) Because these position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being receive

Deadline: [June 12th 2019 at 5 pm.](#)

- Female are highly encourage to apply
- And only shortlisted applicants will be contacted