



World Vision

***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 successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

Job title: People & Culture(HR) Officer
Reporting to: People & Culture (HR) Coordinator
Locations: Gogrial East
Availability: As soon as possible

Purpose of the position:

To provide support to GBZ & NBEG Zonal P&C Coordinator on Staff Contract Management, Recruitment Management, Payroll & Benefit Management, HR & Strategy(policy) Management and Staff Welfare & Administration Management and any other additional responsibility.

Major Roles and Responsibilities:

Staff Contract management

- Develop a contract tracker for your location and share with the zonal office on weekly basis
- Ensure all staff in your location have signed contracts and probation assessment is done
- Ensure all PM are notified 2 months prior to end of contract of their staff
- Follow up for SRF for renewal of staff contracts
- prepare all casual s contracts ensure which is attached with safeguarding policy
- Prepare all documents required for the processing of temporary contracts
- Follow up on all SRF for all types of contract i.e National, Casual, Temporary
- Request for MM number for new recruits in your location

Recruitment Management

- Develop a recruit plan/tracker for your location
- Advertise a new position for your location with support from your supervisor
- Update your recruitment plan on weekly basis
- Share your recruitment tracker every Friday to your supervisor/ zonal office
- Participate fully in the recruitment of your location
- Support and participate in the induction/orientation of new recruits

Payroll and Benefit Management

- Prepare the monthly payroll changes for your location and share with the zonal office before 20th of every month
- Follow up missing payments of staff in your location with payroll team and cc zonal office



- Follow up and verify keenly clearance form of exited staff with well stipulated leave balance
- Prepare a list on monthly basis for exited staff for your location and share with Zonal Office
- Follow up on the certificate of service for all exited staff
- Follow up on TB Payment and support the staff to explain the statutory deduction

HR Policy and Strategy

- Ensure implementation of HR strategies and policies focusing on full compliance of HR General Working Condition and the Labor laws of South Sudan, WVI Staff policies, procedures and staff guidelines
- Effectively implementation of the internal control Ensure compliance to the organizational policies and guidelines and provide day-to-day advice to the teams, on HR policies and procedures in order to ensure consistency and understanding.
- Ensure that each and every staff of WVI has received, read and signed the HR Policies and procedures which forms part of the staff contract and that copies of these signed policies and procedures are filled in the personnel file of each staff

Staff Welfare and Administration Management

- Ensure all staff have staff ID by preparing all required documentation for the processing
- Support staff to fill in the Medical insurance cards and share with Zonal Office
- Share all concern in relation to medical insurance for the staff with the zonal office
- Track all staff leave for your location and share with your supervisor on weekly basis
- Verify the leave form for all the staff who are not in OUR People system
- Participate in devotions and bible sharing of your location
- Hold quarterly meeting with the PM/Staff to understand the process of their activities and work

Qualifications: Education/Knowledge/Technical Skills and Experience

- Diploma/Bachelor's Degree in Human Resources or related field with minimum of 2-3 years' experience in Human Resources or related field in a non-profit organization.
- Training in the labour act of the country and its component
- Minimum of 2-3 years' experience in Human Resources, administration or related field in a non-profit organization.
- Knowledge and experience from among the following skill sets is desirable:
- Must have computer knowledge (MS Word, Excel and PowerPoint).
- Ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Excellent organisational communication and interpersonal skills
- Has strong knowledge of core principles of children rights, participation, do no harm, as well as children in emergencies minimum standards.
- Demonstrates Christ-centered life and work
- Understands and is committed to WV's vision, mission and core value.
- South Sudanese Nationals only

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are STRONGLY encouraged to apply

Indicate the position you're applying for in the subject line.

Applications should be submitted to **this email recruitsdno@wvi.org** or **Hand deliver to any of World Vision offices.**

Closing date for receiving applications is 1st April 2021 at 5:00pm

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

Being Approved by
Labour office
Warrap State - Kuabon

