



TOCH
South Sudan

The Organization for Children's Harmony

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Approved by
MLPS & HRD
[Signature]
8/2020

Career Opportunity at the Organization for Children Harmony (TOCH) in South Sudan.



JOB ADVERTISEMENT.

TOCH Background:

The Organization for Children's Harmony (TOCH) was founded in 2008 when a group of concerned youths came together to discuss the rise of communal violence and subsequent insecurity issues affecting children, youth and women. Since its formation; TOCH works with communities through community participation and human rights based approach and its mission statement is **“empowering grassroots communities to protect rights of children, mitigate and resolve conflicts in a peaceful and sustainable manner”**.

TOCH is legally registered by the government of South Sudan as a National Non-Governmental Organization (NGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development (No.1115) and with South Sudan Relief and Rehabilitation commission (SSRRC) (No.1086). TOCH Works along thematic areas of Protection (child protection, GBV & General protection), Community Security & Peace building, Food Security, Livelihoods and Livestock, Education & Live skills in four states of South Sudan.

Title: HR Coordinator	Position (1)
Reporting to: Executive Director.	Location: Juba
Date 03/08/2020	CONTRACT LENGTH: 1 Year.

SCOPE OF ROLE:

We are looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties. The candidate will facilitate daily HR functions like keeping track of employees' records and supporting the interview process. Your role, also, involves performing tasks with a focus to grow our organization's talent pipeline and improve our sourcing tactics.

The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities. He/She will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, you should be familiar using HR software and tools.

Ultimately, you should be able to contribute to the attainment of specific goals and results of the HR department and the organization

Major Responsibilities



- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

Desired Skills & Abilities:

Decision-making and problem solving –ready and able to take the initiative, originate action and be responsible for the consequences of the decision made. Able to identify causes of problem and suggest ways of problem-solving

Planning – Ability to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, reporting, staffing and resources requirements

Influencing and Persuading – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Communication – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.





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Managing relationships – Able to build and maintain effective working relationships with a range of people especially Labour office, RRC and other stakeholders including TOCH staffs/departments

Ability to work in a team and possess computer Skills – Able to use computer programs for work related effectively.

Ability to Adhere to Child Safeguarding:

- Behave towards children in a way which reflects the Code of Conduct and Safeguarding Policy.
- Ensure that programs are designed through a child safeguarding lens to prevent any harm by program activities and/or abuse from staff/representatives (including volunteers).

QUALIFICATIONS AND EXPERIENCE:

- Proven experience as an HR coordinator or relevant human resources/administrative position
- Knowledge of human resources processes and best practices
- Strong ability in using MS Office (MS Excel and MS PowerPoint, in particular)
- Experience with HR databases and HRIS systems (e.g. Virtual Edge)
- In-depth understanding of sourcing tools, like resume databases and online communities
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills
- 3 years progressive experience in the department of Human Resource
- BSc/BA in Business Administration, Human Resource or relevant field; additional education in Human Resource Management will be a plus

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the TOCH Equal Opportunities



and Diversity policies and procedures.

Child Protection Policy:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

This position is only for South Sudanese National

How to Apply:

- Please send your CV/ Cover Letter with attached copies of your national ID to recruitment@toch-ss.org or delivery your application at TOCH Juba Head office (Munuki Block2A Bilpam road) or any TOCH field Office.
- Females are strongly encouraged to apply
- **Deadline for receiving applications shall be Friday 21st August,2020 at 4:00 P.M**
- *Only short listed Candidate shall be contacted*
- *Any application sent after this deadline shall not be considered for short list.*

