

JOB VACANCY – INTERNAL & EXTERNAL

Vacancy No: RHR-Juba-2023-04 -17-74 N



ROLE PROFILE

Title: Roving HR Systems & Compliance Officer

Location: Juba, South Sudan

* This role is classified as requiring advanced pre-employment checks

Duration: 12 months with possible extension

1. Accountabilities

Department: HR & Admin

Reporting to: People Strategy, Performance & Systems Manager

Direct reports: N/A

Budget responsibility: N/A

2. Context

About Relief International

RI is active in 15 countries around the world, including some of the most fragile: Afghanistan, Bangladesh, Iran, Iraq, Jordan, Lebanon, Myanmar, Pakistan, Philippines, South Sudan, Sudan, Syria, Turkey, and Yemen. Often, RI is the only organization providing assistance to highly vulnerable communities.

- Globally RI employs about 5,000 staff and auxiliary workers
- 97% of staff are local nationals and about 90 international (expat) staff

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.



Africa/ Asia Region

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

3. Purpose of the role

The role holder will work across all field locations ensuring that gaps within HR recruitment compliance and RI's systems are adequately monitored and addressed. The incumbent will support mandatory annual on boarding and compliance trainings and refreshers in coordination with field HR teams in sync with applicable policies, legal regulation and co support HR investigations across the program.

4. Key responsibilities

- Monitor HR country team compliance with key documents throughout the employee life cycle and collaborate for impact.
- Ensure that all recruitments documentations are fully compliant in line with RI and donors standards, support HR colleagues as needed.
- Support implementation of organization-wide mandatory compliance training of HR policies, track completion, understand challenges to completion, document outcomes, recommend solutions for improved results.
- Collaborate on internal investigations, as assigned by the People Strategy, Performance & Systems Manager.
- Review and manage complaints, develop investigation plans, gather data and facts, conduct interviews, analyse data, write comprehensive reports with findings and recommendations for action.
- Monitor HR System data quality, report discrepancies and support Senior HR Officer on data quality assurance.
- Responsible for HR compliance reporting and compliance check across the HR team in all locations

Culture and conduct

- Demonstrate and uphold RI's values, ethics and compliance, and diversity, equity and inclusion
- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve
- Support systems that prevent sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies
- Support other compliance related activities as directed by supervisor

5. About you.

Skills, knowledge and experience required for the role.

Essential criteria

- Bachelor's degree in Business Administration or others



- At least 3 years HR experience in related role, INGO sector preferred, not required
- Experience leading HR compliance trainings across multiple locations
- 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 or database management including Microsoft, Smartsheet ect
- Excellent report writing skills

Desirable criteria

- Analytical skills and strong organizational skills
- Knowledge of legislations of South Sudan and general compliance regulation
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented

6. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability



Note:

The role of the **Roving HR Systems & Compliance Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Roving HR Systems & Compliance Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required

7. How to apply

Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Juba**, or this form can also be downloaded from same website where this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked Roving HR Systems & Compliance Officer **N0. RHR-Juba-2023-04 - 17-74 -N** to Relief International main office in **Juba**

OR

Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: May 13, 2023, 5 pm SSD local time.

- Females are highly encouraged to apply

Only shortlisted applicants will be contacted.



Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

