

Payroll

- ❖ Work directly with the Recruitment Officer and field based counterparts to ensure inclusion of new staff data, subsequent inclusion into the payroll and proper filing at both field office and country office level
- ❖ Facilitate the field based team in processing of change requests, any other changes related to payroll/contracts

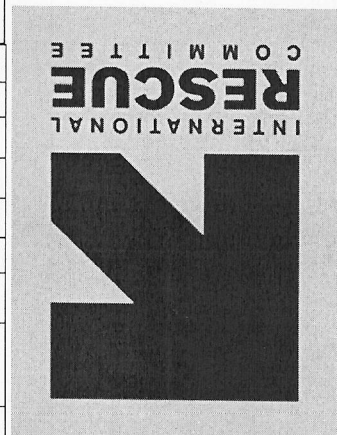
Specific Responsibilities:
Staff Contracts

Under the direct supervision of the HR Manager, the HR Officer will ensure timely and quality recruitment for both regular & short-term staff as well as interns for the country office. S/he will be responsible for all pro-active sourcing, advertising, screening, interviewing, reference checking and final negotiations for all open positions as well as for on-boarding and predeployment administrative activities. The HR Officer will be the focal person for processing of Country Office's payroll, associated benefits and statutory obligations

JOB SUMMARY:

BACKGROUND: The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life changing assistance to refugees force to flee from war or disaster. At work today in over 40 countries and 22 U.S. Cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field sites including in Juba with program portfolio covering health, nutrition, Environmental, Education and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in south sudan will prioritize improving health, safety and economic well-being, targeting women, children, and other Vulnerable.

Vacancy Announcement	
Job Title:	Human Resource & Admin Officer
Department :	Human Resource/Administration
BAND/LEVEL/GRADE:	8B Functional Support
Location :	Maban
Overtime Eligible: (per local Law)	Exempt
Opening Date:	20 th /4/2023
Closing Date:	10 th /5/2023
Positions: 1	



- ❖ Prepare payroll for Juba staff. Review all the field office payrolls and facilitate the process of their approval at country office level
- ❖ Handle staff payroll inquiries and liaises with Finance and other units on relevant issues; provide advice and support to field offices on related payroll and benefits queries
- ❖ Ensures the prompt flagging of irregular level of overtime and number of days work of staff to HR Manager
- ❖ Assist in the timely staff servicing including preparation of Change of Status forms ,extension on contracts, promotions, change on contractual status, leave applications, coordinate with Recruitment Officer and finance on the release of final payments of departing staff once exit clearance is complete.

Terminal Benefits

- ❖ Be the country office focal points for processing of terminal benefits for all departing staff. Review final settlement reports prepared by field based staff and facilitate their review and approval at the Country office leave.
- ❖ Prepare HR monthly reports for Juba office
- ❖ Receive and review field office HR reports and collate them into an HR Monthly Report for the Country Program
- ❖ Ensure all HR/Financial policies, procedures related to Compensation and Benefits are adhered to and recommend improvements

Exit management

- ❖ Manage staff separation including exit clearance procedures; coordinate with field HR staff to ensure they hold and document staff exit interviews. This information will be shared with the HR Officer- Compensation and benefits for final payment submission to finance
- Other responsibilities:**
- ❖ Maintain and update leave tracker ; coordinate with field offices on leave in ensuring that all leave taken are substantiated by an approved leave forms and their proper filing in the concerned staff personnel file
 - ❖ Maintain and update timesheet tracker; follows up with relevant staff/managers on timely submission of timesheets

Recruitment

- ❖ Take ownership for the recruiting, sourcing and identification of talent
- ❖ Assist in performing reference and background checks for potential employees
- ❖ Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
- ❖ 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.
- ❖ Work collaboratively with peers in recruitment and contribute to a culture of shared success.
- ❖ Create Recruitment Reports and ensure their timely circulation to hiring managers
- ❖ Maintain an updated roster of candidates
- ❖ Liaise with relevant Government agencies on updated Government requirements on





recruitment .

On-boarding

- ❖ Provide HR orientation to all low level new staff. Coordinate with Program and Operations team to facilitate the same
- ❖ Ensure the completeness of all recruitment documents for new staff. prepare and maintain auditable recruitment files for each position

Qualifications:

Personal Characteristics:

- ❖ Strong sense of personal integrity
- ❖ Attention to detail Ability to multi-task
- ❖ Team spirit and problem solving abilities
- ❖ Excellent interpersonal and communication skills
- ❖ Remains productive when under pressure
- ❖ Demonstrates a systematic and efficient approach to work
- ❖ Relates and works well with people of different cultures, gender and backgrounds

Job Requirements:

- ❖ Preferably a Bachelors degree in Business Administration/Human Resources or a closely related field or an equivalent diplom
- ❖ Fluent English (written and spoken) and Juba Arabic/Arabic
- ❖ Prior experience of Recruiting / On-boarding staff
- ❖ Good understanding of broad Human Resources related issues
- ❖ Good mathematical skills
- ❖ Ability to use sound judgment in maintaining confidentiality of employee information
- ❖ Flexible work attitude: the ability to take initiative and work pro-actively

Solid Computer skills: ability to work effectively and accurately with MS Word, Excel and email

Safeguarding Policy: The IRC has a zero – tolerance policy for safeguarding violations by staff,

incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidates will be subject to a thorough background check and satisfactory references.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer

benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

How to apply: Interested applicants should submit a CV with 3 references and a copy of their South Sudan national ID, Marked clearly on the envelope to IRC's application drop box at IRC Office Maban or, or by email to SS-HR@rescue.org Not later than 10th May 2023.

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

Please remember to indicate the duty station while submitting the application.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

