

JOB OPPORTUNITY

Position: Human Resource Officer (Data Mgt)
Department: Human Resources
Reports To: CP HR Manager
Location: South Sudan/Juba

Approved
Jefe
17 Sep 2024

Job Summary:

You will help coordinate and support the execution of the Country Program (CP) HR strategy and operational plans in support of high-quality programs serving the poor and vulnerable. You will provide responsive, high quality service to address HR programs, services and operations needs in Country Program human resource data management.

Job Responsibilities:

- Staff data update in CRS Insight system HRIS (including running the reports)
- Develop and update Organization charts timely and share as appropriate.
- Compile payroll input and share with finance for further actions.
- Track country programme national staff leave and update in CRS Insight system.
- Coordinating cash payment to field together with finance and field team leads.
- As needed provide support on analytical reports on HR-related data, metrics and trends to support decision-making, workforce planning and development.

Background, Experience & Requirements

Education and Experience

- Bachelor's degree in Human Resources Management or Business Administration required. Additional relevant experience and completion of HR certification or courses may substitute for some education.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, HRIS.
- Experience with and knowledge of employment laws, regulations, policies, principles, concepts, and practices. Good understanding of the local labor law.
- Minimum of two years' work experience in HR, preferably with an International or local NGO and good knowledge of HR best practices and standards.
- Supervisory experience would be a plus.

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Personal Skills

- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Strong customer service ethic and abilities
- Very good planning, coordinating, and organizing skills
- Able to maintain confidential information
- Proactive, resourceful, solutions-oriented and results-oriented
- Excellent communication and interpersonal skills

Required/Desired Foreign Language: English

Travel Required: (80% Juba and 20% field visit)

Key Working Relationships

Supervisory: None

Internal: All staff

External: Stake holders (MOL, Insurance company etc.)

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.



Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ *Equal Opportunity Employer*
- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 23rd, 2020**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

