

POSITION : Human Resources Officer
ORGANISATION : African Parks – South Sudan
LOCATION : Nyat - Boma National Park
REPORTING TO : HR Manager
EXPECTED START DATE : **As Soon As Possible**

BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

JOB OVERVIEW:

The HR officer will be responsible for providing support to Boma National Park staffs in Nyat as well as other sub field sites. The job will involve all aspects of HR such as payroll, leave, Timesheet, Recruitment etc. This position demands excellent HR knowledge and strong organizational skills. The incumbent must have good management, interpersonal and organizational skills and the ability to report accurately.

MAIN ROLES & RESPONSIBILITIES:

HR Management

- Lead and monitor efforts to establish HR systems that ensure an organizational culture that reflects our values & promotes accountability.
- Helps establish, maintain, and improve active and regular working relationships with local authorities including labor office, partners and our service providers (contractors, consultants and laborers).
- Manage recruitment, providing advice and support to line managers on job descriptions, advertisements, right to work eligibility and appointment.
- Support new staff orientation, develop offer letters and contracts of employment for new colleagues and explain employee benefits.
- Provide mediation between conflicting parties when appropriate and work closely with managers and colleagues to resolve employment issues.





- Schedule and undertake exit interviews, when required.
- Effectively deal and manage HR queries, managing expectations.
- Provide support and advice to ensure HR policies, processes and policies are understood.
- Supporting all line managers on a range of HR issues in compliance with AP policies and procedures and employment legislation.
- Inform employees of their rights and entitlements and keep them up to date on any changes that are made.
- Handling workplace investigations, disciplinary and termination procedures.

Policies and Procedures:

- Lead HR function to ensure that counsel and support are provided to managers, staff, consultants contractors and any other person engaged by AP to ensure accurate application of policies and procedures and code of conduct related matters.
- Oversee appropriate implementation of personnel files and HR documentation, ensuring all personnel files are complete, maintained, and secured.

Employee Relations

- Build a strong business relationship with internal clients.
- Provide management with guidance on employment law, ensuring that any employment terms, documentation, and practices are up to date and in line with AP HR policies, procedures and best practice.
- Act as the first line of contact in Human Resources for any employee relations issues for your designated business areas.
- Support, develop and coach people managers to manage employee relations issues in accordance with organizational policies and procedures.

Performance Management

- Advice and coach managers in employee management 'best practice'.
- Advise managers in the use of the performance management process to facilitate high performance and personal development, and effectively address any issues of poor performance.

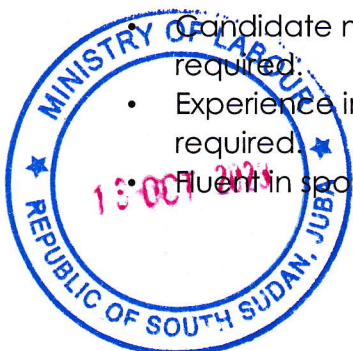
EDUCATION AND EXPERIENCE:

- Holder of a Diploma or Degree in Human Resource Management, Business Administration or Social Sciences from a recognized University/institution.
- Proven experiences of not less than three years in handling HR roles and issues from INGO is preferred.

• Candidate must have adverse Knowledge of Current South Sudan Labour Law is required.

- Experience in liaising with other organizations and government agencies is required.

• Fluent in spoken and written English (Arabic an advantage)





- Computer literate in basic micro soft Packages
- Excellent Reporting skills is required
- Ability to prioritise a demanding workload
- Ability to work with minimal supervision
- Good interpersonal skills.

HOW TO APPLY:

To apply, please email your CV and cover letter to ssrecruitment@africanparks.org or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Friday, 3 November 2023**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

