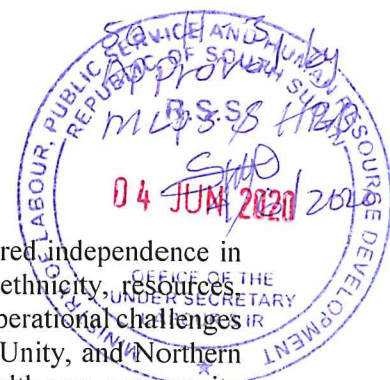


Vacancy Announcement



JOB TITLE: Human Resource and Admin Officer
BAND/LEVEL/GRADE: 8B
Department: HR and Administration
LOCATION: Rumbek Field Office,
Overtime Eligible: Exempt
(per local law)



BACKGROUND: IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, and Northern Bahr el Ghazal states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Scope of Work:

Under the direct supervision of the Field 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 Field Office's payroll, associated benefits and statutory obligations

Specific Responsibilities:

Staff Contracts

- 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

Payroll

- Prepare payroll for Rk 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 Field 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.

Staff Database Management & Reporting

- Prepare HR monthly reports for Rumbek 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 emails



Professional Standards

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

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

Equal Opportunity Employer: 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, disability or any other characteristic protected by applicable law.

The position is for: **South Sudanese national with all the national documents.**

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the Rumbek Field Office or to the Juba IRC Head Office-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than **23rd June 2020**.

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.

CLEARLY LABEL YOUR APPLICATION Human Resource and Admin Officer - Rumbek, Field Office.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

