

25 January 2023



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: HR Officer (1 post)

Location: Walgak Field Office

Reports to: Field Manager.

Contract Period 6 months with possibility of extension depending on performance and funding availability.

ROLE PURPOSE: HR Officer is accountable to all delegated HR matters to ensure effective and efficient use of HR Systems, Procedures and guidelines. Responsible on updating all key HR information's and HR minimum standards.

SCOPE OF ROLE:

Reports to: Field Manager

Staff reporting to this post: HR

KEY AREAS OF ACCOUNTABILITY :

Filling

- Responsible to maintain all personnel records i.e (application form, CVS, appointment letters, bio data, performance management and exit documents. Ensure each staff member has a complete and updated personnel file.
- Work closely with the rest of the Field HR staff to ensure that all staff personnel records from the Field locations are also regularly updated and filed here in Juba.
- Supporting internal and external auditors from time to time by ensuring that relevant HR docs are provided to visiting auditors on time and the same are returned in their original place in a confidential way.
- Conduct the HR File Audit Checklist on a quarterly basis to verify whether all personnel files

are complete and perfect, well labelled, lockable and confidential. Provide file audit report to HR Manager every quarter of the week.

- Ensuring data protection by ensuring no file is left unattended both in Juba HR Office

Intern/ Casual Contract

- Responsible to manage and follow up on the recruitment of interns and casual workers ensuring that proper procedures are followed which meets the legal employment laws of South Sudan. She/He will be tasked to update the internal/ casual workers pool and update the HR Manager accordingly.

On boarding and Staff Exits

- Staff Orientation- Takes Personal responsibility and accountability for timely response to staff queries, or needs and working to remove obstacles that may impede execution or overall success.
- Prepare print all relevant policies and documents and ensure every new staff signs them and they are filed.
- Introduce new staff on day one and take them round the office.
- Prepare and liaise with departments for induction of new staff and ensure this is done in a timely manner
- Ensure staff take the mandatory trainings within the first three months of joining and updated on HRIS.
- Share staff clearance and exit documents in a timely manner with national staff who are exiting.
- Ensure outgoing staff go through a proper exit interview in order to gain feedback and insights on Save The Children's program, organizational processes and systems.
- Prepare work certificates for all staff who have exited.

Other Duties

- Responsible to ensure that all new staff receives their ID and UAP medical cards within the first week of joining Save The Children.
- Fill Gaps of HR staff in the field when the need arises occasionally.
- Any other task as may be assigned to you by your line manager.

BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE**QUALIFICATIONS**

- Bachelors Degree/Diploma in HR
- Minimum 2 Years experience in HR

EXPERIENCE AND SKILLS**Essential**

- Knowledge, experience in training and staff redevelopment policy design, formulation and development
- Strong management skills including analytical skills, judgement and decision making
- Resourcefulness and creativity in order to develop the role of human resource training and development within the programme and ensure the most effective support to line management.
- Proven track of records in capacity building and training and development
- Proven track of records in implementing robust performance systems
- Highly developed communication skills both written and verbal in order to establish effective relationships with internal and external audiences
- Ability to work collaboratively with human resource management and training and development colleagues
- Proven ability to work in a multi-cultural environment and respect local religions and culture.
- Excellent communication skills and the ability to lead train and motivate staff with a commitment to capacity building.
- Commitment to and understanding of Save the Children's aims, values and principles.

Desireable

- Experience of working in the field of training and development at managerial level
- Good negotiation skills
- High levels of self-motivation, integrity, commitment and enthusiasm
- A person with positive attitude.

CHILD SAFEGUARDING: (select only one)

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 6th, February, 2023.

Cc: MoJobadvert@gmail.com (National Ministry of labour email Address Juba)

Approved by
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AKOBA West RRC Coordinator

