

## **HR OFFICER**

### **Background**

Malaria Consortium (MC) is a British registered charity ([www.malariaconsortium.org](http://www.malariaconsortium.org)) specialising in communicable disease control programmes. In the Republic of South Sudan MC provides support to the Ministry of Health (MoH). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen the quality of care provided by health facilities. In the past year we have also begun implementation of community-based programmes focussing on controlling key childhood illnesses. Our current ICCM programmes are focussed on the treatment of diarrhoea, malaria, pneumonia and severe acute malnutrition.

### **Location**

The position is based in Northern Bahr el Ghazal and will report to the Area Coordinator in Aweil and the Operations Coordinator in Juba.

### **General Description of the Role:**

The HR Officer is responsible for all human resource work in the Aweil office, and subject to approval will also provide HR support to a satellite base elsewhere in NBEG. The HR officer will maintain accurate filing and carry out administrative duties as required.

### **Key Areas of Responsibility:**

- Ensure that all staff contracts are issued on time, and provide sufficient notice to Area Coordinator (Aweil) and Operations Coordinator (Juba) when staff contracts need to be renewed;
- Keep detailed records of all annual leave, sick leave and other leave requests for all staff;
- Keep track of staff medical expenses and send regular reports to Area Coordinator (Aweil) and Operations Coordinator (Juba);
- Keep detailed records of overtime sheets and liaise with the logistics and finance department;
- Liaise with the Finance Officer and ensure that all payroll details are correct and provide to the Area Coordinator in a timely manner;
- Ensure that all HR-related filing is maintained accurately and updated regularly;
- Provide regular feedback to Area Coordinator (Aweil) and Operations Coordinator (Juba) on any staff issues arising in Aweil;
- With the Logistics Department ensure a minimum stock of office supplies is available and where possible provide logistical support for meetings, trainings and field visits etc;
- Liaise with the HR manager in Juba on staff details, contract status and any other information requested and HR related staff issues;
- Assist and advice the area coordinator in recruitment, appraisal and disciplinary action of staff;
- Assist the hosting / organizing of meetings, trainings and field visits, when required.

## **Qualifications and Experience**

### *Essential:*

1. At least a Diploma in Business Administration
2. At least two years experience of HR and administrative work
3. Ability to find solutions to complex problems in a challenging environment
4. Excellent planning and organisational skills
5. Excellent written and spoken English
6. Strong computer skills particularly Microsoft Office
7. Flexible, ability to work both as an individual and as a team member and under stress
8. Republic of South Sudan national, preferably from NBeG.
9. Fluent in Dinka

### *Desirable:*

1. Experience working in the NGO sector
2. Fluent in Arabic

**Female applicants who meet the above requirements are strongly encouraged to apply.**

<b>Package:</b>	Competitive NGO salary and benefits.
<b>Contract duration:</b>	1 Year (with 3-month probation)
<b>Contact Details:</b>	CVs can be handed into the Malaria Consortium Office, Ayuang, Aweil Town or emailed to <a href="mailto:m.ahern@malariaconsortium.org">m.ahern@malariaconsortium.org</a>

**Application Deadline: Friday 16<sup>th</sup> September 2011**

**Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful.**