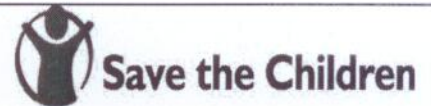


50-11 Approved by Labour-RSS
09.10.2011



08-September- 2011

**Internal and External Job Advertisement
Vacancy No. SC-V-01**

Save the Children is the World's largest independent organization, making immediate and long-lasting improvements to children's lives in over 120 countries world wide. We work for a world which respects and values each child, which listens to children and learns, and where all children have hope and opportunity. We're determined to achieve dramatic change for the world's most vulnerable children and we have a huge sense of pride in what we do.

Save the children is looking for a highly skilled and qualified person to the position of

Job Title: Human Resources Officer
Location : Kapoeta North Riwoto
Reports to: Field Manager or his delegate
Period: 9 Months



Job Purpose

To provide effective, efficient and qualitative human resource management systems for Kapoeta North in line with the Save the Children in Southern Sudan country programme human resource strategies, policies and guidelines and in line with legal compliance and organizational good practices.

Key accountabilities

- Support Field Manager in achieving Save the Children in South Sudan HR minimum standards in compliance with Local labour Laws and maintain/ update HR records as per the standard compliance checklist.
- Lead Field level HR processes like induction and exit formalities, debriefing as applicable at the time of joining/leaving of staff, maintaining HR calendar, timely renewal of staff contracts, probation confirmation and other procedures.
- Prepare and maintain all personnel records (leave records, performance reviews reports, promotions, transfers, maintain all confidential documents pertaining to personnel and HR matters) and related monthly HR Information systems (Leave Status reports, Quarterly employee turnover report, Update employee database)
- Assist field Manager and other recruiting managers in recruitment process – drafting advertisements, screening of applications, interview call letters, and coordination of interviews, organizing travel payment for interview participants, evaluate and document processes and costs of recruitments
- Prepare monthly HR update and submit to the field Manager, the Country Office Human Resources Manager, Training and Development manager for feedback and circulate for the audiences as agreed and Support the Human Resources Manager to ensure maintenance of updated information on staff salaries, allowances and income-tax calculations and ensuring compliance with current laws and regulations
- Ensure that all staff have a personnel file containing as a minimum, application form/CV; appointment letter; contract of employment; Records of sickness/holiday leave, Record of staff advances/loans, next of kin/emergency contact details; reference(s)/reference records; any statutory personal details that an employer is legally obliged to hold (i.e. social security number, tax info etc)
- Contribute to the review process of the terms and conditions of employment and policies in line with the human resource Best Practice Standards and local labor law, in order to ensure that the human resource manual remains relevant and appropriate for South Sudan context.

Person Specification

- Educated to degree level, with a postgraduate qualification in Human Resource management or Training and Development or equivalent.
- Knowledge, experience in training and staff redevelopment policy design, formulation and development
- 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..

Save the children work with children, communities and government all over the world and we believe in the right person for the job. Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's right and humanitarian principles is supported and demonstrated by all members of staff.

Save the Children's child safeguarding policy and code of conduct sets out the standards which all staff members must adhere to. We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse. Save the Children Promotes equality of opportunity and strive for a representative workforce. We strongly encourage people from all social, economic, ethnic, religious and racial backgrounds and we actively encourage people with disabilities to apply for positions. Save the Children values diversity.

Interested applicants should send their applications and CV addressed to A.Rembo@savethechildren.org.sd Or alisonministry@gmail.com or send hard copy to Kapoeta Save the Children in South Sudan addressed to Alison John - Human Resources Officer.

Closing date for submission of applications is **23-Sept- 2011**

Only successful applicants will be contacted.

Female candidate is encourage to apply for this position