



20 February 2012

INTERNAL AND EXTERNAL JOB VACANCIES

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 are 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 in South Sudan is looking for highly skilled and qualified persons for the following positions:

Job Title: **Human Resources Officer**
Location: **Malualkon and Wau**
Period: **12 months**

Job Purpose

To provide effective, efficient and quality human resource management systems in line with the Save the Children in South Sudan country programme human resource strategies, policies and guidelines and according to legal compliance and organizational good practices.

Key Accountabilities

- Overall HR recruitment plan and processes including induction to all new staff and exit procedure
- Staff contract management, ensuring proper documentation according to the requirements
- Database management and responsible for the regular update on weekly and monthly basis
- Payroll report preparation including terminal benefit process
- Support the managers in achieving Save the Children in South Sudan HR minimum standards in compliance with local labor laws.

Person Specifications

- Educated to degree level, with a postgraduate qualification in Human Resource management or Training and Development or equivalent.
- Minimum 2 years experience as HR Officer or similar role in International NGO or large scale organization. Field work experience will be an advantage.
- Highly developed communications skills in English both written and verbal. Arabic skills will be an advantage
- Proven ability to work in multi-cultural environment and respect local religions and cultures.
- Strong computer knowledge and skill; MS Word, Excel and PowerPoint

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:

F.Tasiku@savethechildren.org.sd OR **tasikufredkato@rocketmail.com** or send hard copies to:

Save the Children in South Sudan in Malualkon, addressed to Fred Tasiku - Human Resources Officer.

Closing date for submission of applications is **2nd March 2012**. Only successful applicants will be contacted.

Female candidate is encouraged to apply.

Approved by labor office
20/2/2012

