



VACANCY ANNOUNCEMENT

International Rescue Committee (IRC) in Southern Sudan

The International Rescue Committee (www.Rescue.org) is a non-profit, nongovernmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by conflict.

IRC is seeking a qualified South Sudanese national for a position of:

Job Title: Human Resource Officer

Duty Station: Malualkon, Northern Bahr el Ghazal

Main Purpose of Job:

Under the direct supervision of the Field Coordinator, the HR Officer will be directly responsible for all HR related issues for IRC MK..

Main Duties:

- Personnel management and personnel record keeping (Keep up to date data base of all national staff working for IRC Malualkon program with relevant information of each employee)
- Responsible for the preparation of payroll for IRC Malualkon staff and ensure that pay roll is prepared and submitted to Field Coordinator and HR Juba for review.
- Review staff time sheet to ensure it is correctly filled, reviewed and signed by supervisors, forwarded to finance on time and over time hours are properly determined and included in the payroll.
- Prepare, track and control national staff benefits and medical care assistance.
- Orient new staff to the IRC HR Policies & Procedures
- Process and track staff leave entitlements
- Track the payment of casual labor and keep monthly record of these payments.
- Responsible for the recruitment of the national staff, ensured that all recruitment policies are followed.
- Keep an accurate and up to date record of all opened positions, follow up and coordinate with recruiting managers and ensures that HR is involved in all recruitment process.
- Keep up to date data base of all national staff working for IRC Malualkon program with relevant information of each employee.
- Submit HR Monthly report to Field Coordinator and HR Coordinator.
- Ensure fair and consistent application of HR policies and procedures.
- Other tasks as requested by supervisors.

Reporting:

- Submit HR monthly report on 4 of each month to Field Coordinator for review and for final submission to HR department Juba

Qualifications, Skills and Experience:

- University degree or Diploma in Human Resources and administration or related fields.
- Minimum 3 years previous experience in similar field, two of which should have been at supervisory level.
- Good computer skills (Excel and word).
- Fluent written and spoken English.
- Excellent interpersonal, organizational and time management skills
- Good knowledge of regulations affecting payroll as national service insurance, taxation etc.
- Ability to maintain the highest degree of discretion.
- NGO experience (preferred)
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.To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter to the following email address:

human.resources@sudan.theirc.org. Please indicate the title of the position applied for in the subject line of the email. Alternatively, applications can be hand-delivered to IRC's Malualkon Office. Please clearly mark the position title. **Deadline for submission: 06, March 2012**

IRC is an equal opportunity employer.