



12/01/2012

Medair  
Airport View  
Juba  
South Sudan

[www.medair.org](http://www.medair.org)

Medair is a Christian humanitarian international NGO founded in 1988, with its HQ in Switzerland. Medair's mission is to respond to human suffering in emergency and disaster situations by implementing multi-sectoral relief and rehabilitation projects, in a compassionate and serving attitude inspired by its Christian ethos. The organisation's consistent focus ensures maximum efficiency and accountability, with ISO 9001:2000 certification worldwide. Medair's unwavering commitment continues to bring hope to the world's most vulnerable.

To strengthen our human resources department, Medair is requesting applications from candidates for the following job:

## Human Resources Officer

The aim of this position is to give support to Medair's project management in South Sudan in the areas of personnel recruitment for national staff, staff policy development, co-ordination of staff training and care for general staff well being. We are looking for someone with a diploma or degree in HR or administration with at least one year experience in this area. The candidate must be fluent in English and Arabic and have good computer skills, include Microsoft Office, internet and email. Good time management and communication skills are important in our dynamic and multicultural organization. The candidate should be a team player, proactive, well organized, honest, flexible, able to handle stress and work under minimal supervision.

The job description of the Human Resources Officer includes:

### Human Resources

- Responsible for staff in Juba and field locations
- Responsible for the recruitment of national staff
- Ensure new staff receives induction and briefing
- Ensure, together with line managers, that staff understand HR procedures and guidelines
- Source and discuss training opportunities for staff and assist in handling training requests
- Assist in taking disciplinary action in consultation with relevant managers
- Investigate the medical insurance cover of insurance providers in Sudan
- Assist in conducting remuneration survey for staff
- Responsible for good documentation of personnel files

### Legal

- Ensure adherence of legal obligations as pertains to staff (local labour laws) and other stakeholders in Southern Sudan

Please submit your application (CV, contact information and copies of certificates) by 26<sup>th</sup> January 2011 to:

### Medair South Sudan

Hai Matara,  
Airport View  
Juba

Opposite Bross (former Petrol Station) near Perkins Company

or e-mail: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)

The date and time for selection interviewing will be communicated when the short list is published. Only short-listed applicants will be contacted.