



**POSITION** : Human Resources Officer  
**ORGANISATION** : African Parks – South Sudan  
**LOCATION** : Nyat - Boma National Park  
**REPORTING TO** : HR Manager  
**EXPECTED START DATE** : *As Soon As Possible*



**BACKGROUND:**

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM<sup>2</sup>. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM<sup>2</sup>, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

**JOB OVERVIEW:**

The HR officer will be responsible for providing support to Boma National Park staffs in Nyat as well as other sub field sites. The job will involve all aspects of HR such as payroll, leave, Timesheet, Recruitment etc. This position demands excellent HR knowledge and strong organizational skills. The incumbent must have good management, interpersonal and organizational skills and the ability to report accurately.

**MAIN ROLES & RESPONSIBILITIES:**

**1. Recruitment and Selection**

- Collaborate with departmental heads to identify staffing needs and develop job descriptions that align with organizational objectives.
- Coordinate recruitment efforts, including posting job openings on various platforms, screening applications, shortlisting candidates, and organizing interviews.
- Conduct initial interviews and support hiring managers throughout the selection process to ensure fair and equitable hiring practices.
- Prepare offer letters and negotiate employment terms with selected candidates, ensuring alignment with organizational policies and budget.

**2. Onboarding and Orientation**

- Design and implement comprehensive onboarding programs for new hires to enhance their integration into the organization.





- Conduct orientation sessions covering organizational culture, policies, safety protocols, and job expectations.
- Partner with IT to ensure new employees have the resources and tools needed to start their roles effectively.
- Regularly assess and update onboarding materials to improve the new hire experience and retention.

### 3. Performance Management and Appraisals

- Administer and manage the organization's performance management system, ensuring employees and supervisors understand the processes and timelines.
- Guide supervisors on conducting performance reviews and setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Analyse performance data to identify trends and recommend strategies for employee development and productivity improvements.
- Address underperformance cases by working with supervisors on appropriate intervention plans, such as coaching, retraining, or corrective action.

### 4. Employee Relations and Conflict Resolution

- Act as a trusted advisor to employees, providing guidance on HR policies, grievance procedures, and conflict resolution.
- Facilitate conflict mediation sessions when necessary and document outcomes in line with legal and organizational requirements.
- Regularly communicate with employees to understand and address their concerns, fostering a supportive and transparent work environment.
- Organize team-building activities and wellness initiatives to promote a positive organizational culture.



### 5. Compliance and Policy Management

- Ensure compliance with applicable labour laws, organizational policies, and international standards (where applicable) to reduce risk exposure.
- Develop and update HR policies and procedures to reflect best practices, changes in labour laws, and organizational goals.
- Conduct regular audits of HR processes, employee files, and records to ensure accuracy and adherence to internal policies.
- Prepare reports for management on HR metrics, including turnover rates, recruitment timelines, and grievance statistics.

### 6. Training and Development

- Work with managers to identify skill gaps and recommend appropriate training and development programs.
- Coordinate the delivery of internal training sessions or external professional development workshops.
- Track employee participation in training and evaluate the impact of development programs on performance.







- Prepare an annual training budget and monitor expenses to ensure training initiatives remain within budget.

### 7. Compensation and Benefits Administration

- Assist in the administration of the compensation and benefits program, ensuring employees understand their packages and any changes.
- Process payroll data accurately and in a timely manner, working closely with finance and payroll teams.
- Respond to employee inquiries regarding benefits, leave entitlements, and other HR-related queries.

### 8. Data Management and HRIS Administration

- Maintain and update employee records in the HR Information System (HRIS) with accuracy and confidentiality.
- Generate HR reports from the HRIS to support decision-making processes and track key performance indicators.
- Conduct periodic audits to ensure data integrity and compliance with data protection regulations.

### Qualifications and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 3 years of professional experience in HR management.
- In-depth knowledge of HR functions, South Sudan labour laws, and best practices.
- Proficiency in HR software and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Problem-solving and decision-making aptitude.

### Key Competencies:

- Ability to handle confidential information with discretion.
- Strong ethical standards and integrity.
- Adaptability and ability to work in a multicultural environment.
- Proactive approach to identifying and solving HR-related issues.

### HOW TO APPLY:

Interested candidates should submit a cover letter detailing their experience and motivation for the position, along with an updated CV to [ssrecruitment@africanparks.org](mailto:ssrecruitment@africanparks.org) or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South** by **Friday, 29 November 2024**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

