



CHILDBRIDE SOLIDARITY (CBS)  
MAROL MARKET, BOR, JONGLEI STATE

# **CHILDBRIDE SOLIDARITY (CBS)**

## **PUBLIC ADVERTISEMENT FOR CBS HR & ADMIN OFFICER, BOR, JONGLEI STATE, 10 JANUARY 2022**

### **1. BACKGROUND INTRODUCTION**

CHILDBRIDE SOLIDARITY (CBS) is a Bor-based South Sudanese Women-Led (WLO) and Rights Organization (WRO) that advocates for women empowerment, participation and representation in the socio-political spaces and economic arenas of South Sudan. CBS is dedicated to ending child, early and forced (CEF) marriages, sexual and gender-based violence (SGBV) by empowering adolescent girls and young women to fulfil their true potentials through active participation in and positive contribution to their society. Currently, CBS is implementing two projects, funded by CARE International and SAFERWORLD, aimed at resourcing change to promote and enhance the voices and leadership of women and girls in Jonglei state, South Sudan. Therefore, CBS wishes to recruit a highly competent, proactive, and self-driven person (female) for the position of HR & Admin Officer, to be based in Bor, Jonglei state, with emphasis on managing the administrative and operational aspects of CBS office in Bor under the supervision of project coordinator and executive director, whilst ensuring that the project complies with all best practices and regulations in accordance with the strategic objectives of CBS, the expectations of the donor and communities of Jonglei state.

### **2. PURPOSE OF THE POSITION**

CBS HR & Admin officer is responsible for effective administration of ChildBride Solidarity (CBS)'s office and accountable for the hiring and retention of competent, qualified, and skilled project staff. The post holder oversees and manage the administrative and operational aspects of CBS office in coordination with and under the supervision of project coordinator and executive director; encourage and support on-going project activities and program development. The post holder is responsible for developing and facilitating the implementation and operation of all employee-related programmes, policies, practices, and services that reflect the fundamental values of CBS in Bor, Jonglei state, South Sudan. The post holder will support a collaborative, high performance standard working environment and cultures to deliver the mission and vision of CBS in Jonglei state, South Sudan. The post holder will support the Project Coordinator and Executive Director in the preparation and submission of timely and high-quality progress and end of project narrative reports, which are in accordance with the donor schedule and formats.

### **3. SPECIFIC DUTIES AND RESPONSIBILITIES**

- Manages the CBS office in Bor, including administrative and personnel issues, and ensures that relevant strategies, policies, and routines are followed; provide leadership, advice, and support to CBS staff in Bor, and ensures that the team works within CBS's principles and core values.
- Ensures that all staff, volunteers, and all stakeholders have clear understanding of CBS mission, vision, values, goals, and policies and that these are reflected in project implementation; ensures that administrative procedures supporting projects activities in Bor are in line with CBS guidelines and donor requirements, in close collaboration with project coordinator and executive director and CBS staff in Bor.

- Maintain a complete personnel file/database of all employees to include complete HR file on all staffs and volunteers such as job description, contracts, pay slips and timesheet; vacancy analysis, hiring records, promotions, disciplinary, rotations, leaves, training, and terminations etc.
- Monitor staff performance and work attendance activities including monitoring time sheets, personnel leaves, public holiday schedule, travel authorizations and approvals, staff absences, and recommend appropriate measures to ensure enforcement and adherence to South Sudan HR policies.
- Prepare terms and conditions of employment and issue all employment and consultancy contracts for the approval in compliance with South Sudan and national labor laws.
- Support CBS staff in making decisions regarding budget allocations and utilizations and alerting Project Coordinator and Executive Director to any financial mismanagement, which may arise in the course of project implementation.
- Responsible for implementing CBS security procedures, emergency preparedness, and report to the Project Coordinator, and Executive Director in accordance with safety and security guidelines.

#### **4. Desired Qualifications, Skills and Experience**

- University degree or diploma in Human Resource Management from any recognized university. A Diploma in combination with three additional years of qualifying experience may be accepted in lieu of the university degree.
- Working experience and knowledge of women empowerment and engagement in South Sudan, especially good understanding and experience with implementing strategies, plans and achieving objectives with Women-led (WLOs) and Women's Rights (WROs) organizations.
- Working experience and knowledge of generic procurement and logistics procedures and best practices, with familiarity with major donor and local regulations advantageous
- Proficiency in the English language, and good writing and computer skills, with strong project management skills and possession of good report writing skills.
- Strong team working, communication and interpersonal skills, and strong analytical and presentation skills, with strong organizing, coaching and mentoring skills.
- Ability to exercise conscience and non-tolerance to corruption and discrimination, and consciousness to gender and conflict sensitivity
- Ability to abide by the policies and personal code of conduct set by CBS and represent the organisation in a loyal and responsible manner.
- Ability and willingness and readiness to work under pressure and deal with difficult circumstances and complex conditions.

In making employment decisions, **CHILDBRIDE SOLIDARITY (CBS)** is an equal opportunity employer, which does not discriminate on the basis of gender, ethnicity, religion or political affiliation. Nonetheless, for this particular position, only qualified South Sudanese women are encouraged to apply. Application and resume (CV) should be submitted in non-editable format (PDF) to CBS official email: [childbridesolidarity@gmail.com](mailto:childbridesolidarity@gmail.com) and copied to CBS HR/Admin, [gkiircbs@gmail.com](mailto:gkiircbs@gmail.com). Alternatively, Hard copy application and CV/Resume can also be delivered to CBS Bor office at Marol Market, and should include cover letter, a CV, copy of the national ID, relevant academic documents, and two referees.

Please note that incomplete applications will be excluded from further consideration. We thank all applicants for their expressed interests, but only short-listed candidates will be contacted.

***Applications submitted after 5:00 pm on Monday, 10 January 2022, will not be considered.***

***Only qualified female candidates are encouraged to apply.***