

Human Resource Specialist (South Sudanese Nationals Only)

DanChurchAid (DCA) is seeking a qualified and motivated **Human Resource Specialist** to join our team in **Juba**.

DCA has worked in South Sudan since 2007, supporting vulnerable communities through programmes that save lives, build resilient communities, and fight extreme inequalities. We work in partnership with national organisations across several states in South Sudan.

About the role

The Human Resource Specialist will support and strengthen HR functions in DCA South Sudan. This includes improving HR systems and processes, supporting recruitment and onboarding, performance management, staff wellbeing, compliance, and partner capacity strengthening. The role also involves regular travel to field locations.

Main responsibilities

- Improve and digitalize HR systems and processes
- Support recruitment, onboarding, and offboarding of staff
- Strengthen performance management and staff development
- Ensure compliance with South Sudan labour law, donor requirements, and DCA policies
- Support staff wellbeing, safeguarding, and duty of care
- Review national staff payroll for accuracy and completeness
- Train partners on key HR processes and standards
- Contribute HR input to programme development and coordination with local authorities

Required qualifications and experience

- Bachelor's degree in human resource management or a related field
- Professional HR certification or a master's degree is an added advantage
- At least **5–7 years of progressive HR experience**, including senior-level responsibilities
- Strong knowledge of recruitment, employee relations, HR compliance, and performance management
- Experience using Microsoft Office and HR systems
- Strong communication, coordination, and interpersonal skills
- Ability to work in a multicultural environment and under pressure
- Willingness to travel to field locations within South Sudan
- Fluency in English is required

What we offer

- An opportunity to contribute to meaningful humanitarian work
- A professional and supportive working environment
- Salary according to DCA national salary scale
- A one-year contract, with the possibility of extension based on performance and funding

How to apply

Please submit your **CV and cover letter** through DCA's website; not later than **5 May 2026 at 5:00 pm CAT**. Only shortlisted candidates will be contacted.

DCA is an equal opportunity employer. Women and minorities are strongly encouraged to apply. Applicants must be able to comply with DCA's Code of Conduct, safeguarding policies, and anti-terror screening requirements.

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.