



## INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • Phone: (310) 826-7800 • Fax: (310) 442-6022  
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • Phone: (202) 828-5155 • Fax: (202) 828-5756  
www.imcworldwide.org

50-A-3  
A  
MINISTRY OF LABOUR & PUBLIC SERVICE  
HUMAN RESOURCE DEVELOPMENT

### JOB VACANCY

Job Title:	<b>HR Manager</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Position Reports to:	<b>Senior HR Manager</b>
Position Opened for:	<b>South Sudanese only</b>
Desired Start Date:	<b>ASAP</b>
Closing Date for Applications:	<b>12<sup>th</sup> February 2016</b>

#### **Organizational Background**

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

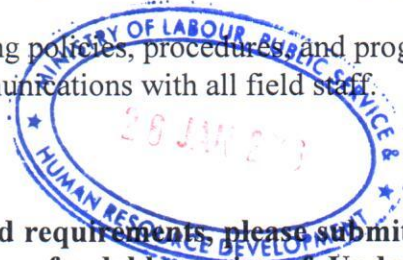
#### **Duties and Responsibilities**

The Human Resource Manager works under the supervision of Senior Human Resource Manager and in close collaboration with the senior management Team in South Sudan providing a wide range of HR support, developing and maintaining human resources system that meets top management information needs.

#### **Responsibilities**

- Ensures that the work meets quality and production standards by reviewing the work of others for accuracy and proper completion and monitoring output.
- Coordinates the work of the unit by determining priorities, scheduling and assigning work, and overseeing the completion of the work.
- Explains work instructions to others, adapting guidelines to the assignments as necessary.
- Provides assistance and training to others in the work unit.

- Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.
- Supervises the oversight of staff personnel files inclusive of contracts, leave records, change of status, timesheets and other paperwork required for employment in local context;
- Assist in managing a performance management system that meets the requirements of the IMC; proactively assist in updating and reviewing performance appraisal systems and processes.
- Contributes as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances, and processing terminations; collaborates with Finance Office to ensure the timely and accurate remuneration of national staff; maintains and updates knowledge/ skills relating to Payroll functions.
- Assists in analysing wage and salary reports and data to determine competitive compensation plan; also assist in developing, maintaining and administering appropriate staff retention strategies.
- Ensures policies, procedures, and reporting are in compliance with the law and National Staff Handbook; makes recommendations of disciplinary action when personnel is deviating from the course.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures and programs.
- Maintains open lines of communications with all field staff.



**If you think you meet the above mentioned requirements, please submit a Cover letter indicating daytime contact numbers, Nonrefundable copies of Updated CV, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [skassim@InternationalMedicalCorps.org](mailto:skassim@InternationalMedicalCorps.org). Hand delivered applications should be submitted to the IMC Head Office at Plot No. 247 and 248, Block 3K South, Tongping Area, Next to China Juba People's Hospital along Bilfam-Muniki Road, Juba, Central Equatoria State, South Sudan. Closing date for all applications is 12<sup>th</sup> February 2016.**

**We appreciate your Applications, however, Only Shortlisted Candidates will be contacted for interviews.**

