



Job Title HUMAN RESOURCE MANAGER (1 Post)

Unit: HR and Admin Unit

Duty Location: Juba, South Sudan with regular field visits

Contract duration 12 months with Renewal

Date: 04/06/2018

Report to EXECUTIVE DIRECTOR

Background

Impact Health Organization was founded more than 4 years ago with now in Offices in Uganda and South Sudan with mission to Help vulnerable communities achieve immediate and lasting change in order to manage and maintain their own health and well-being. The organization in was Founded to meet the health, nutrition and WASH needs of vulnerable communities.

Position Purpose:

The Human Resources Manager 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 Impact Health Organization South Sudan.

He/she will support a collaborative, high performance standard working environment and cultures to deliver the mission and vision of IHO South Sudan.

Principle Responsibility

Human Resources Management and Strategic Planning

1. Lead, develop, implement, monitor and report on IHO South Sudan's Human Resources Strategic Plan ensuring it's aligned with the fundamental values, mission and vision of the organization.
2. Participate in a process of organization development that plans, communicates, and integrates the results of strategic planning throughout IHO South Sudan's operational scope.
3. Establish metrics that enable the achievement of the IHO South Sudan's HR goals to be measured, and report on them as required.
4. Keep the Country management team informed of significant problems that jeopardize the achievement of IHO's goals, and those that are not being addressed adequately at the line management level.
5. Manage a process that evaluates IHO 's organizational preparing offers and appointment letters for successful candidates for signature by the chief executive director.
6. Prepare terms and conditions of employment and issue all employment and consultancy contracts for the CMT's approval in compliance with IHO South Sudan and national labor laws.
7. Organize and work with the admin officer to secure work permits, Visas, ID cards, business cards, alien registrations, and other relevant travel documents for visitors, international staff, all employees who required by law to obtain such documents and maintain accurate headcounts across the organization.

8. Prepares employees for assignments by establishing and conducting orientation and training programs.
9. Maintains the work structure by updating job requirements and job descriptions for all positions.
10. Maintain a complete personnel file/database of all employees to include; vacancy analysis, hiring records, promotions, disciplinary, rotations, leaves, training and terminations documentations
11. 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 IHO IHO South Sudan HR policies.
12. Coordinate organization wide training activities with the relevant departmental managers
13. Maintains a salary pay plan by conducting periodic salary pay surveys; scheduling and conducting job evaluations; preparing salary budgets; monitoring and scheduling individual salary pay actions; recommending, planning, and implementing salary structure revisions.
14. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims.
15. Ensures legal compliance by monitoring and implementing applicable national human resource policy requirements; conducting investigations; maintaining records; representing the organization at hearings Systems

Resource Management

1. Oversee and manage the work of the HR officers and assistants; encourage and support their on-going development.
2. Develop and monitor and report on the annual budget for Human Resources services.
3. Assist with the development, and monitor the spending, of the corporate training budget, ensuring that training evaluation takes place and records are maintained.
4. Select and supervise HR consultants and training providers as required.

Reporting

1. Prepare monthly personnel time sheet summaries
2. Prepare monthly leave reports
3. Monthly payroll reconciliation
4. Monthly training summary reports.
5. Monthly staff movement report

Development / Implementation

1. Design and facilitate the implementation and management of frameworks and processes that address issues such as succession planning, workforce capability and development, key employee retention, health and safety, organization design, and change management.
2. Develop and utilize systems to reduce administrative tasks, empower employees, and meet the HR needs of IHO South Sudan.
3. Support and facilitate the effective implementation of the IHO 's performance management system.
4. Enable merit-based selection by establishing a robust framework for recruiting, testing, interviewing and hiring; advise and support managers with regard to new hires and promotions.

5. Monitor best practices in remuneration and benefits through research and upto-date information. Recommend remuneration frameworks and policies, pay practices and pay bands that help to attract and retain high calibre employees.

Employee Relations

1. Determine and recommend employee relations practices necessary to establish positive and productive employment relationships and promote a high level of employee morale and motivation.
2. Conduct periodic surveys to measure employee satisfaction and engagement.
3. Coach and train managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
4. Advise on the conduct of investigations when employee complaints or concerns are brought forth.
5. Support and advice managers in implementing the performance improvement and disciplinary processes of the IHO South Sudan.
6. Manage employee communication and feedback through such avenues as meetings, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
7. Identify and advise on the achievement of changes necessary to the IHO South Sudan's culture to support the attainment of the IHO South Sudan's goals and promote employee satisfaction.

Qualifications

1. Master's or Bachelor Degree in business Administration or Human Resource management.
2. At least 4yrs of professional experience in senior management role in humanitarian settings.
3. Good communication skills
4. Have Excellent skills in use of Quick books
5. Experience of dealing with senior and sometimes challenging individuals
6. Ability to represent the Human Resource function as part of the bigger business picture 6. Confident directing HR and advising managers on all aspects of people management and development.
7. Strong understanding of South Sudan labor laws
8. MUST have excellent computer skills in word processing, excel, outlook, PowerPoint, Publisher, Access and Microsoft NAV

How to Apply

Interested candidates are required to submit a letter of motivation and curriculum vitae **marked " Human Resource Manager"** via e-mail jobs@ihosavinglives.org

The deadline: 14 June 2018

NB. Applications will be reviewed at arrival:
Only short listed applicants will be contacted.
Women are highly encouraged to apply