



Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

Vacancy: Human Resources Officer.
Reports to: Area Coordinator/Human Resources Manager.
Duty Station: Maban
Start Date: ASAP
Deadline of Application: 23rd August 2018.

SUMMARY OF THE POSITION

To coordinate and administer the Human Resource (HR) function for various Samaritan's Purse field projects in South Sudan as assigned. This should be done in a mature and responsible manner so as to maintain the confidentiality and integrity of personal information of the staff and of the SP payroll.

DUTIES AND RESPONSIBILITIES:

Recruitment and Selection

- Proactively liaise with hiring managers in identification of staffing gaps.
- Develop annual workforce plans in liaison with hiring managers.
- Prepare recruitment plans and coordinate the recruitment, selection and placement process within SP policy.
- Coordinate the (Technical) orientation and induction process for new staff.
- Develop and maintain an orientation guide for the region.
- Manage and track staff probationary periods.

Policy formulation and dissemination

- In coordination with HR Manager, ensure that proper HR procedures and systems are operated and maintained at all project locations in South Sudan and are in compliance with the South Sudan labor laws, SP policies and all relevant authorities.
- Assist the HR Manager in the SP national Staff polices including: updating the HR manual, interpreting and training managers and staff on procedures, policies and guidelines indicated in the HR manual.

Performance Management:

- Manage the performance management cycle and associated processes.
- Analyze performance goals, annual appraisals and other performance management information and guide the Regional management team/line managers on performance management.
- Provide technical support and build capacity of staff in performance management
- Periodically prepare and provide performance management reports for management decision making.
- Provide technical support and facilitate performance consequence management.

Organizational Learning and development

- Develop, monitor and implement regional learning and development plans.
- Support Area Coordinators to develop and implement the training plans.



- Facilitate learning and Organizational Directed Development initiatives in the respective Region.
- Evaluate impact of trainings and learning initiatives and implement mechanisms to facilitate transfer of learning.
- Coordinate and facilitate change management processes at the region.

HR Administration

- Management of staff employment contracts and contract renewal processes within the set timelines.
- Monitor up-date and manage staff records and provide accurate HR information for management decision making whenever required.
- Prepare and submit reports and other briefs as and when required.
- Monitor and manage staff leave.
- Disseminate and provide technical guidance to the Regional management on SP policies, government labor laws and changes in statutory requirements.

Staff well-being and engagement

- Plan and implement delivery of staff well-being initiatives and spiritual well-being programs
- Conduct HR clinics to monitor staff well-being and liaise with relevant stakeholders to ensure staff concerns are addressed –Liaise with various field sites in South Sudan so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, Purpose and achievements.
- Coordinate and ensure staff benefits are paid when due and respond to quires from staff.
- Manage the staff medical scheme.
- Coordinate staff engagement and wellbeing surveys and implementation plans.
- Identify cases for and coordinate the critical incident debriefing for staff that have undergone stress and/or trauma and provide appropriate referral services.
- Provide guidance on handling employee grievances and disciplinary procedures.

Business partnerships

- Develop and maintain healthy relationships with the government and Non-government organizations in South Sudan in the field of HR.
- Preparing staffing updates and sharing with manager.
- Tracking HR activities and making follow ups with the respective managers.
- Interpreting policies and providing continuous HR technical support.

Payroll management and administration

- Managing payroll for the staff at the respective region.

Spiritual nurture

- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
- Maintain a strong Christian witness to colleagues, vendors, chartable beneficiaries, and the general public.
- Assess, manage and report critical physical, emotional, or spiritual concerns of the supervised staff.

Exit management

- Carry out staff exit meetings with separating staff and periodically analyze staff exit related information to guide retention initiatives.
- Manage employee exit processes (clearance, handover etc.) and ensure that the exit process is compliant with applicable labor laws and SP policies.

- Coordinate and guide management of the staff transitions during programme/project phase outs and ensure all applicable policies and procedures are adhered to.

KNOWLEDGE AND SKILLS

- Strong understanding of South Sudan history, context, culture and Diversity.
- Bachelor's degree (B. A.) in Human Resources Management.
- Knowledge of both Sudan and South Sudan labor laws is highly preferred.
- Excellent skills in problem solving and conflict resolution, crisis management and training facilitation.
- Ability to work well within a team and build positive team spirit.
- Highly self-motivated.
- Ability to pay attention to detail and work under pressure in a cross-cultural environment.
- Experience working in a multi-cultural environment.
- Ability to plan, organize, manage time, and meet deadlines.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- A minimum of 2 years' experience in a related field.

How to apply: Interested applicants are required to submit their application letters, copies of academic certificates, updated CVs, copy of National ID card for clear Nationality Identification to Samaritan's Purse Offices in Juba near Quality Hotel in Hai Cinema and Maban in Bunj by **23rd August, 2018**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.