



## 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 Manager.

**Reports to:** Director of Human Resources.

**Duty Station:** Juba.

**Start Date:** ASAP

**Deadline of Application:** 23<sup>rd</sup> August 2018.

### SUMMARY OF THE POSITION

In liaison with the Director of Human Resources, coordinate the activities of the HROs for the effective and efficient delivery of the Human Resource (HR) function for various Samaritan's Purse field projects in South Sudan, and prepare the monthly consolidated field report. 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:

#### Oversight of HROs

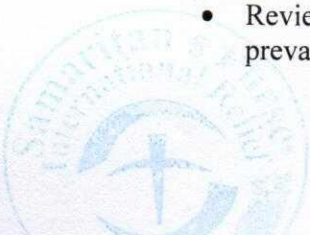
- Provide supervision and guidance to HR Officers at field and Juba level on daily work priorities.
- Consolidate all field reports received from the HROs and submit a monthly report to the Director of HR in report format agreed.
- Follow-up on issues raised by the HROs until completed, escalating in a timely manner where issues need the intervention of the Director of HR and SPSS Leadership.
- Have weekly meetings with the Director of HR to review HR activities in all locations and interventions needed; follow up on agreed action plans.

#### Staff wellbeing

- Proactively assist the Director of HR, in the planning and implementation of staff well-being initiatives and spiritual well-being programs.
- Coordinate and ensure staff benefits are paid when due and promptly respond to staff queries.
- In liaison with the Director of HR, carry out staff engagement and wellbeing surveys and point out any concerns raised by HROs and staff in general that have an impact on staff wellbeing.
- Coordinate staff wellness programs and critical incident debriefing sessions for staff that have undergone stress and/or trauma and organize for appropriate referral services.

#### Review of Documents and payroll

- Review monthly payrolls from all locations for accuracy, ensuring compliance with prevailing South Sudan tax laws.



- Review all payrolls for approval by Director of HR and budget holders before submission to the Finance department.
- Ensure flow of information with regard to changes in personnel positions, duty, advising and guiding staff on required processes and documentation.

#### **Administration of Insurance**

- Oversee the administration of national staff medical scheme.

#### **National staff leave approval**

- Oversee all National staff leave management by HROs for all locations.

#### **Discipline and grievance handling and documentation**

- Assist the Director of HR in the management of discipline, grievance and termination procedures, advising the HROs and line managers as guided by the HR policies and escalating where needed, and ensure proper documentation is on file.
- Using the approved templates, draft required letters for various actions required – quoting the relevant laws and SP policies.

#### **Training and Capacity Building of HROs**

- Consolidate training needs raised in Performance Appraisals and prepare a consolidated report for consideration.
- Keep track of trainings attended annually by staff.
- Update the staff Qualifications and Competencies data-base.
- Provide day-to-day on-the-job training and guidance to HROs. Mentor and Coach HROs to increase capacity. Handle any issues that HROs are unable to handle, escalating to the Director of HR and SMT where needed.

#### **Policy interpretation and Implementation**

- Participate in the development and review of SPSS National Staff HR Manual and policies: Periodically and updating to align with introduced labor laws. Help interpret and train managers and staff on procedures, policies and guidelines as indicated in the HR Manual.

#### **Performance Management**

- Follow up on employee performance appraisals when due, keeping track and reminding line managers accordingly.
- Extract training needs mentioned in the Performance Appraisals for Training and Capacity Building intervention planning.
- In liaison with the Director of HR, carry out Performance Management Trainings, develop/review tools for appraisal, job evaluation and staff development.

#### **Oversight of national staff HR Functions and Activities**

- Work with the Director of HR in the development of the HR Strategic plan and implementation of the national staff HR Functions and activities.
- Proactively notify the Director of HR any concerns raised by staff or HR related issues that require the intervention of the SMT or review.
- Participate in the review and improvement of HR systems and procedures.
- Represent SP at HR Forums as delegated.
- Coordinate HR presentation for the Biannual HR Forums, AC and PMs Meetings.

### **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, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

### **KNOWLEDGE AND SKILLS**

- Bachelor's degree (B. A.) from four-year College or university in Human Resources Management, communication, or related field.
- 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.

**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 Juba Office in Hai Cinema near Quality Hotel by **23<sup>rd</sup> August, 2018**. Only South Sudanese applicants will be considered for this position.

Applications can also be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org)

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