

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so Building Brighter Futures for Vulnerable Children***

## **JOB OPPORTUNITY**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**'Female applicants are highly encouraged to apply'**

**Job title:** Roving People and Culture (HR) Officer  
**Reporting to:** People and Culture (HR) Coordinator  
**Location:** Greater Upper Nile Zone  
**Availability:** As soon as possible

### **Purpose of the position:**

To provide technical support in human resource management issues for Counties' Offices including recruitment, selection, employee relations, staff development, career management & employee welfare. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

### **Major Roles and Responsibilities of Zonal P&C (HR) Officer**

- **Manage the recruitment and staffing in the Counties**
  - Compile the Annual staffing plans for the Counties
  - Prepare monthly recruitment plans in line with the annual recruitment plans
  - Manage the recruitment in coordination with the Regional P & C Coordinator
  - Oversee the induction and orientation process for new staff
  
- **People and culture (HR) administrative activities**
  - Track probation periods
  - Track end of contracts
  - Compile performance agreements
  - Track supportive annual leave using leave tracker tool

- Compile terminal benefit and share it with the P & C Coordinator
  - Compile payroll monthly changes and share it with P & C Coordinator
  - Ensure that HR standards and processes are adhered to by all staff and management within the Counties
  - Compile the performance agreement and appraisals of staff by adhering to WVI standard Performance Management timelines and submit Agreements, mid-term and end of appraisal reports to P&C Coordinator
- **Management of staff information**
- Monitor, up-date and manage staff records and provide accurate HR information for management decision making
  - Accurately keep employees' information and ensure that all relevant employees' information is sent to National Office – Juba for safe filing.
  - Track staff movement in regards to absence, sickness and annual vacation and ensure that all paper work are sent to National office for filing.
- **Management of the staff well being**
- Support staff welfare and social activities in the Counties
  - Handle staff grievances and disciplinary issues per WV P&C SOPs
  - Support the implementation of Employee Engagement activities as per the Our Voice Action Plan
- **Compile month HR report to P&C Coordinator**  
Prepare a monthly report of detailing achievements, challenges, and plans as per established division report writing guidelines

**Qualifications: Education/Knowledge/Technical Skills and Experience**

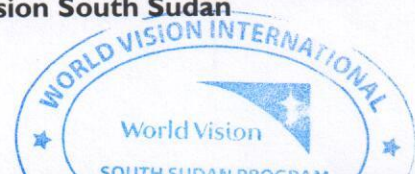
The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in Business Administration with Human Resources management, and with minimum of 2-3 years' experience in Human Resources or related field in a non-profit organization.
- Must have computer knowledge (MS word, Excel etc.).
- Requires ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Must poses experience working in a development relief setting and have ability to communicate effectively in writing and orally English.
- Must have good interpersonal and communication skills both orally and in writing and must have the ability to work with minimum supervision.

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

**HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

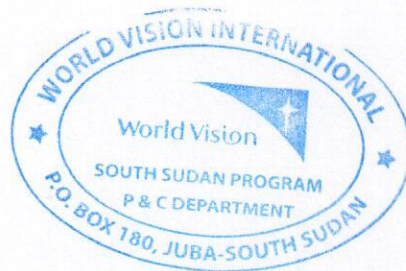


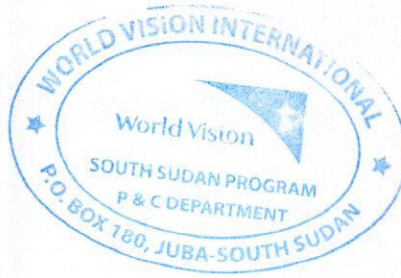
**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to the locations indicated above.

**Closing date for receiving applications is: 24<sup>th</sup> June 2018**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.





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**Job title: Information Technology & Communication (ICT) Manager**  
**Reporting to: Finance & Support Services Director**  
**Location: Juba, National Office**  
**Availability: As soon as possible**

### **Purpose of the position:**

To provide strategic leadership on information & communication technologies (ICT) innovation and establish information management as a Critical Success Factor in all World Vision business processes.

### **Major Roles and Responsibilities of ICT Manager**

#### **➤ Leadership / Engagement**

- Pursue and build an effective relationship with Management to ensure overall effective ICT service delivery within WVSS
- Stay connected to the broader WVIT organization.
- Work with various stake holders to understand new business requirements in alignment with the demand management process.

#### **➤ Implementation of Initiatives/Projects**

- Ensure the smooth implementation of partnership initiatives according to AOP; adhering to WVIT standards and policies.
- Lead all IT projects ensuring that acceptable project management methodology is applied and that projects are rolled out within the agreed timeframe and budget limits. This will include but is not limited to:
  - a) Provide the team with a vision of the project objectives
  - b) Ensure deliverables are prepared to satisfy the project requirements, cost and schedule
  - c) Assure that the team addresses all relevant issues within the specifications and various standards

- d) Provide necessary business information and help keep the team focused and on track
  - Support other Global initiatives that require ICT support
  - **Service Management**
    - Incident Management processes are implemented and managed according to SLA's.
    - IT Operational policies and processes are adopted and implemented
    - Implementation of Backup in Juba and field locations.
    - Leverage the Global IT Service Catalogue, align services offered and socialize with business.
  - **Information Security**
    - Ensure existing information security procedures are followed e.g. InfoSec training.
    - Ensure reports of breach are resolved in a timely manner.
    - Constantly review internal systems for security gaps.
  - **Coaching and mentoring**
    - Build the competency and capacity of the IT staff
    - Develop a team approach within the Department
  - **ICT service delivery**
    - Develop and Monitor KPIs for the ICT function
    - Ensure that there is sufficient skill sets to provide and support ICT services to the organization.
    - Maintain an ICT help desk for the use of staff or official visitors who require technical support.
    - Manage the introduction of structured end-user capacity building to ensure optimal and efficient use of all the ICT system/tools available to the organization.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in Computer Science, Information Technology, Electrical and Electronic Engineer or other related specialized training, or equivalent work experience.
- Typically requires **5 or more** years of working experience; 2 of which have been in the capacity of managing an ICT Department in a busy environment.
- Technical certification in one or more IT disciplines or technology. E.g. Microsoft Certified Systems Engineer. Cisco Certified Network Associate, ITIL, etc.
- Working knowledge of Lotus Notes Administration and Internet systems. IBM Certified Professional. Lotus Notes/Domino Administration will be an added advantage.
- Good communication skills and articulate both verbally and in the written word.
- Good problem solving and analytical skills; and good people management skills and experience.
- Ability to relate technical issues to a largely non-technical audience (business/ministry).
- Ability to function in high security risk situations including travel to within and outside the country for work assignments.

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