



Plan International
 South Sudan
 Hai Cinema
 P.O. Box 182
 Juba



**PLAN SOUTH SUDAN
 JOB ADVERT**

Plan International is a Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in the world’s poorest countries to make lasting improvements in their lives.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	:	HR & OD Business Partner
Grade	:	E
Tenure	:	Fixed One Year Contract
Department	:	Human Resources
Reports to	:	Country Director
Location	:	Juba

I. Job Summary

The post holder will provide leadership and strategic direction for the HR function maximizing the opportunities to build and retain an effective team supportive of the Plan’s business needs while fully cognizant of the risks posed by the local context and the needs of staff in the changing environment. The incumbent will ensure that Plan’s HR policies are institutionalised and will be expected to develop tools and guidance proactively for challenging issues that are country specific. He/she will also ensure that staff induction, welfare and development are a priority for the country effective support to projects. S/he will also be responsible for overseeing and supervising the ICT department.

. Key Duties and Responsibilities

- Contribute to analysis of situation for strategic planning needs
- Supporting management on the workforce planning of teams needed, defining roles within budget for delivery of agreed strategies and individual projects
- Review of organisation structure, roles and competency requirements and standardised job descriptions for each position.
- Oversee the staff contract management processes.
- Timely and fair recruitment processes with hiring managers, observing equal opportunities and transparency
- Organise induction schedule for new staff and also monthly orientation for new starters across all departments



- Providing information and assistance to staff in new locations/postings
- Supporting management to identify and commission effective training/development support for individuals and general needs.
- Ensures that staff leaving Plan are cleared before they leave the office, and their benefits are processed in the shortest possible time
- Advises all staff whose contracts are coming to any end a month in advance and where a staff member will be leaving the organisation, HR & OD Business Partner will initiate the separation process in line with local labour laws, other GOSS applicable laws and Plan's policies
- Ensures that proper disciplinary action and termination is instituted where a staff member leaves because of misconduct
- Ensures the South Sudan salary system is in line with Plan's global system based on Hay
- Salary and benefits reviews, analysis of survey results and advise management in line with set guidelines and procedures by Global Hub and Regional Office
- Advises management on salaries and rewards to be paid based on Plan's global policy and local requirements
- Prepares payroll in liaison with finance department
- Establishing accurate systems for international and local staff rewards and entitlements (R & R, leave, insurance etc) and ensures that a comprehensive record is on each staff member's file
- Supports management by setting up the country's team performance accountability mechanism in line with Plan systems across the country programme in order to immense good HR and OD practices
- Oversees that the performance management process is done holistically i.e. one on ones, interim and annual processes.
- Supports management with performance improvement plans for staff that fail to meet their set objectives in a timely manner
- Ensures Plan South Sudan and Global Hub policies such as Safeguarding Children and Young Persons, Code of Conduct, Values and Behaviours, Harassment, Bullying and Discrimination, etc are well understood and consistently implemented across Plan South Sudan. Each staff member should read, understand and sign a copy for their personnel file
- Working with security team and administration and logistics to ensure information is available to staff and training takes place to improve staff skills and resilience
- Advisory packs are produced and revised regularly for all visitors
- Incident reporting on all risk issues are set up and managed
- Advise management of all potential risk (assessing hazard, those potentially affected, evaluate nature and likelihood of risk, record, etc) to enable their risk management
- Contractual obligations are met by Plan as per agreements with staff, local laws and global policies
- Shall advise management through the ICT Manager the ICT infrastructure requirements and source funding for the same.
- Shall ensure that staff comply with the ICT policy and all necessary steps are taken by the ICT Manager to ensure that the systems are safe and secure.
- Ensure that ICT services are always good to support Plan business continuity by ensuring that ICT services supplies are held accountable for the usage of internet bandwidth.

I. **Qualifications knowledge, Skills and Behaviours Required to Achieve Role's Objectives**

The applicant must have:

- A minimum of Bachelor's degree in Human Resources Management, Business Administration, Organisation Development, Industrial Relations, Industrial Psychology or related field
- A professional qualification and membership of recognized HR and OD institution is desirable.