



Human Resources Consultant

For a

Job Classification and Salary Review Assignment

Juba – South Sudan

South Sudan

Medair South Sudan invites proposals for Human Resources experts (individuals or institutions) for a review of the national staff salary structure. Specifically to; 1) Consult and propose a structure that responds to technical sectors (WASH, Health, Nutrition and Support Services) staffing requirements, and 2) Propose a new salary structure for the Country Programme.

The assignment is to be conducted in Juba, South Sudan and is intended to be completed by 28th February 2018.

I. Terms of Reference

1. Job classification;

- In-depth consultation with in-country and HQ Sector Advisors, Senior Management, Cluster Coordinators and other humanitarian agencies so as to develop a comprehensive job titles structure that respond to Country Programme needs and ensure quality service delivery while being compliant with sector standards.
- Review the current Medair job structure and make proposals based on information generated.
Output expected: A comprehensive job structure and grading that recognizes job distinction with regard to key comparators; responsibilities, risks, experience, professional and academic qualifications.

2. Salary comparisons and proposals on new scale; making use of available salary survey data, Propose a salary structure that corresponds to the job grading, providing justifications for;

- The percentile on which to pitch the recommended salary levels.
- Whether the percentile should be uniform across the whole structure or differentiated for the different grades,

3. Proposals on implementation of the proposed salary structure taking cognizance of the following;

- Some positions may be currently over or underpaid.
- Differentiation (while maintaining equity) of basic pay across different project sites and implementation areas.

4. A final report documenting the activities and outputs of the assignment.

II. Proposal Content;

A proposal clearly detailing the following;

- Your technical expertise demonstrating ability to undertake this assignment. Please include the Curriculum Vitae of lead consultant
- Your interpretation of the TOR and how you intend to deliver the output; activities plan complete with time frame and key actors
- Other considerations that you deem necessary in completing the assignment in time and providing a product of high standard
- Two institutions to act as referees on similar assignments completed, and
- Fees and terms of payment

III. Persons Specifications Essential

- Demonstrated experience and expert in undertaking similar assignments with International NGOs
- Academic and professional qualification in Human Resources Management and Development (of the lead is submission is by an institution)
- Conversant with the South Sudan Labour Law and practices
- Certification as a HR practitioner by a recognised professional body

Only shortlisted proposals will be contacted.

Proposals should reach procurement-team@southsudan.medair.org by 31st January 2018 to be considered.