



## Universal Network for Knowledge and Empowerment Agency (UNKEA)

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### Vacancy announcement

### RE- ADVERTISEMENT

**Position: Human Resource Manager**

**Report to: Executive Director**

**Location: Juba**

OK approved  
Labour - HQRs



Universal Network for Knowledge and Empowerment Agency (UNKEA) is National organization working in South Sudan. UNKEA and its partners provide basic primary health care, Nutrition, Food security and livelihoods, Water and Sanitation, Education, Social development of Youths and Women; economic development, Access to justice and Peace building. UNKEA is registered with Ross/RRC in Juba and State Authorities in Upper Nile State, works in Association with UN agencies, International NGOs and Local Authorities.

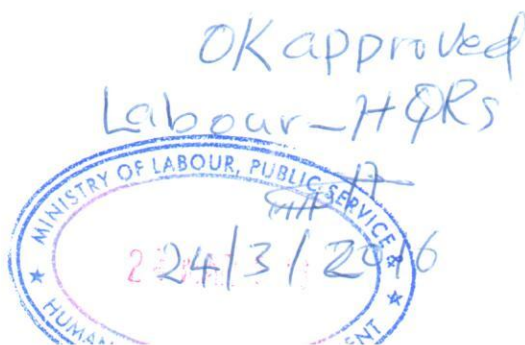
### Job Summary

The Human Resource Manager is responsible for implementing and reviewing existing policies and procedures, developing new or revised ways of handling HR management and development functions, and ensuring their proper implementation. S/he works closely with sector, program, and department heads, and establishes appropriate linkages with the sub offices in order to ensure that the HR policies and procedures are adhered to. The incumbent works in collaboration with the Labor Office to ensure recruitment processes and HR policies are in compliance with the South Sudan's Law. The HR Manager coordinates all national and international recruitment and ensures proper documentation of the process.

### Duties and Responsibilities



1. Develops and administers various human resources plans and procedures for all NGO personnel.
2. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
3. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
4. Develops recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness.
5. Design, plan and implement staff recruitment in accordance with the UNKEA policies and procedures. This includes liaising with department heads, evaluating and processing employment contracts and extensions, processing staff offer letters, sending out regrets and coordinating orientation to new staff
6. Ensure HR related issues such as staff placement, orientation, confirmation, leave, retrenchment, transfer, promotion, dismissals, separations, etc. are handled in accordance with established policies and procedures and with South Sudan national Labor Laws.
7. Formulate, update and ensure effective implementation of new staff orientation and training program.
8. Ensure timely and accurate staff payroll reporting to the finance department and mandatory practice of PAR for all staff
9. Provide leadership and guidance to the performance and talent management process, by ensuring the application of best practice standards in respect to performance management, skills development and succession planning.
10. Maintain staff personal files by ensuring accuracy and completeness of staff employment information regarding personal data, remuneration, benefits and welfare issues and relevant visa and work permits as required





11. Periodically assess and review UNKEA's staff development policy and systems on the basis of feedback from staff and information on how other organizations handle staff development activities.
12. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
13. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors

### Qualifications and Competencies

1. Bachelor's degree in Human Resources Management.
2. Advance Diploma in Human Resources Management and/or Business Administration. Masters Degree in Human Resources Management or Business Administration will be an added advantage.
3. 3-4 years relevant experience in above years working in similar capacities in NGO setting.
4. Fluent in written and spoken English. Arabic language a requirement.
5. Should be proficient in computer use and its applications.

To apply:

Qualified candidates are encouraged to submit their full CV with a covering letter to UNKEA's office in Munuki payam, Hai tarawah off Gudele Road

ICCO Compound

The position will be based in Juba with frequent visit to field locations this position is ONLY opened to South Sudan Nationals.

Closing date for receiving application will be. ~~14~~<sup>17</sup> April 2016

Applications and CVs should be sent by Email to: [unkea.southsudan@gmail.com](mailto:unkea.southsudan@gmail.com) or [buashally@gmail.com](mailto:buashally@gmail.com)

