



Vacancy Announcement

World Relief is an International Non-governmental Christian Humanitarian and Development Organization. The organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998

World Relief South Sudan is looking for a suitably qualified **South Sudanese National** to fill the below vacancy.

Job Title: Human Resource Manager (1 vacancy)

Duty Station: Juba with frequent visits to field locations in South Sudan

Supervisor: Country Director

Department: Human Resource & Administration

Purpose

Responsible for providing strategic direction and leadership to the human resources and ensure that proper human resource policies and procedures are followed at Juba office and Field Offices according to the World Relief Human Resource Management Manual.

Duties/Responsibilities

- Provides advice and support to all project managers and the staff in all aspect of World Relief HR policies and procedure and the local employment law.
- Proactively take lead on all the recruitments in South Sudan and ensures that recruitment processes are planned, organized and implemented on time and with appropriate support to the hiring managers including, reviewing JDs, seeking Ministry of labor's approval, advertising, short listing, communication to the candidates, invitation of the panel members and booking of interview venues, etc.
- Overall responsible for preparing offer of appointments, contracts and related documentation for World Relief South Sudan staff, including overseeing process of payroll, implementation of staff benefits, regular review of staff salaries within industry to ascertain that World Relief motivates and maintains its high performing staff.
- Responsible for dissemination and follow up of Performance Evaluation Reports including ensuring consistent and successful application of the World Relief's performance management system adherence across the organization, creating consistent awareness and technical support of appraisal system, providing feedback to respective managers and staff on appraisal analysis to communicate development needs and strength

Closing date: 20th February 2017



- Overall responsible for registering and tracking annual leave, sick leave, compassionate leave, etc. in the staff personal files with the assistance of HR Focal Persons in the field
- Organizing regular staff meetings and providing a platform for open interaction between staff; providing technical guidance on disciplinary matters; handling grievance matters; establishing team building mechanism and activities to foster openness, trust and cooperation
- Responsible for monitoring the application of HR policies to ensure consistency and transparency; ensuring clear understanding of and application of the policies and government labor laws
- Constantly communicating policies through different avenues both formal and informal to staffs to allow for continued revision; carrying out surveys to keep up with best practices and share with management
- Responsible for all the legal documents of World Relief expatriate staff (e.g. work permit, entry permit, passport registration, etc.)
- Focal point for legal issues related to World Relief activities and staff.
- Any other duties assigned by your supervisors

Qualification Requirements

Education

- Masters or Degree in Human Resource Management or Business Administration.

Knowledge and experience

- Minimum of 3 years' experience in HR or administration with International NGO in South Sudan
- Working knowledge of the South Sudan Labor regulations.

Skills

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Fluency in written and spoken English with Arabic as an added advantage
- Ability to work under pressure and meet strict deadline
- Ability to work independently

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character

Application Requirements:

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their **valid email addresses and contact numbers**.

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief by email to: WRSSrecruitment@wr.org and by Hand delivery to World Relief office located at Hai- Cinema **not later than 20th February 2017 at 5:00 pm**. include the job title in the subject line of the email.



Closing date: 20th February 2017