

ACTION FOR DEVELOPMENT
Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam

AFOD South Sudan invites applications from qualified persons (South Sudanese) for the position of **Human Resource Manager** to be based in Juba head Office and is a full time position for duration of 12 months, renewable depending on performance and availability of funds.

Background: Background: AFOD is a National NGO providing integrated Health, Nutrition and food security & Livelihoods, WASH (Water, Sanitation and Hygiene), Education and social protection services in South Sudan since 2013. AFOD is currently implementing projects funded by the WFP, UNICEF, SSHF and IOM in Wau, Juba, Kapoeta, Terekeka, and Lol States;

POSITION SUMMARY AND PURPOSE

The Human Resources Manager will report directly to the Executive Director and he/she is responsible for maintaining AFOD's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The HR Manager major tasks include: Recruiting & Hiring, Mentorship & Orientation, Job Skills Training, Engagement & Retention, Performance Management, Employment Practices, Benefits / Salary Administration, and Payroll/Attendance management. Also helps plan and facilitate leadership training for the AFOD SS management team.

ESSENTIAL JOB FUNCTIONS

The Human Resources Manager is responsible for all human resources related activities, including:

1. Recruitment and Selection:

- Maintain up-to-date recruitment progress reports, talent database and all related staffing communication.
- Process all recruitment requests in an effective and timely manner.
- Work with the HOP and operations Managers to improve recruitment in ways to minimize future personnel problems and turnover.
- Manage orientation programs for staff and also present HR policies and procedures at the staff orientation; and ensure that all staff are made aware of relevant policies and procedures.

2. Human Resource Information System:

- Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards).

- Liaise with other departmental heads so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements, and are updated of any new policies/procedures.

3. Performance Management System (PMS):

- Develop and implement an effective system of staff performance evaluation, and link the results of that process to salary review, performance targets, promotion, training and, where appropriate, termination and replacement of employees.
- In conjunction with the HOP, Operations manager and Executive Director, assist to establish a similar process for the evaluation of staff academic documents.
- Review employee bi-annual feedback and develop/amend any policies/procedure, if deemed necessary.

4. Compensation and Benefits:

- Assist the finance department in payroll administration by providing input with respect to attendance, overtime, increment, special payments, etc.
- Provide information to all employees regarding their entitlements.

5. Training and Development:

- Generate policies and procedures for continuous identification of training needs of the staff.
- Organize appropriate training programs for employees.
- Follow up on all training activities and make suggestions for deployment to enhance utility of the human capital of AFOD SS.

6. Employee Relations:

- Handle complaints, disputes and grievances of all employees.
- Foster a conducive working environment through employee relations activities and communication.
- Conduct exit interviews with employees leaving AFOD SS and provide feedback to their supervisors.
- Develop AFOD's Welfare policy.
- Be a role-model to others.

7. Rules and Regulations

- Review the HR Service Manual on a regular basis and update with any new policies and procedures as per the law of the country, and communicate to employees.
- Maintain awareness and knowledge of latest HR developments (including visa laws), and communicate to relevant employees.

8. Any other tasks that may be assigned.

9. Reporting:

- The Human Resources Manager reports to the Head-AFOD SS who is the Executive Director.

QUALIFICATIONS

- B.S. in Human Resources or related field
- Minimum 3-years of HR experience
- Excellent organizational and motivational skills
- Outstanding attention to detail and observation ability
- Ability in producing reports and developing relevant policies
- Exceptional communication and interpersonal abilities
- Exceptional problem solving abilities
- Ability to hold others accountable to standards
- Must have a positive attitude
- Must have the ability to work in a team environment

Required Experience & Competencies:

- Good written and verbal skills in English language.
- Must be a proactive and communicate potential problems and propose solutions.
- Must be able to function effectively in a loosely structured, but complex work environment.
- Ability to carry out responsibilities independently with minimal technical support from within.
- Must embrace diversity of cultures, languages, and personal interests and agendas.
- Good team player, tolerant and committed.

Personal Attributes

He/she must maintain confidentiality, use sound judgment and ability to work independently while performing the HR functions and must also demonstrate the following personal attributes:

- Maintain high standards of conduct
- Be respectful, possess cultural and political awareness and sensitivity
- Demonstrate flexibility, consistency and sound work ethics.

Remuneration: An attractive package will be offered according to AFOD salary scale.

Applications submission: Applications from qualified persons, accompanied by updated CV in English and motivation letter; quoting the vacancy reference number above should be sent to the address below hand delivery not later than 30th July 2018 to the Human Resource Officer, AFOD South Sudan Country Office, Gudele Block 9 P.O. Box 287, Juba or to email: afodsouthsudan@gmail.com or info_ss@afodi.org





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AFOD South Sudan invites applications from qualified persons (South Sudanese) for the position of **Finance Manager** to be based in Juba head Office and is a full time position for duration of 12 months, renewable depending on performance and availability of funds.

Background: Background: AFOD is a National NGO providing integrated Health, Nutrition and food security & Livelihoods, WASH (Water, Sanitation and Hygiene), Education and social protection services in South Sudan since 2013. AFOD is currently implementing projects funded by the WFP, UNICEF, SSHF and IOM in Wau, Juba, Kapoeta, Terekeka, and Lol States;

Purpose of the position: Under the general supervision of the Executive Director, the Finance Manager is responsible for providing support in the various financial management functions, which include the financial Management system review, financial analysis, budget analysis, financial reporting, budgeting, financial planning, voucher control, training and financial Performance monitoring. He/she is expected to perform the following key tasks and responsibility;

1. Participate in the implementation of operational Plans' review to improve the financial management system of AFOD and adopting best international accounting standards, and the recommendation of spot checks, external auditors and review.
2. Contribute in design of financial reporting formats that provide analysis and financial performance indicators.
3. Participate in the training of all accounting staff on the operation of accounting system and preparation of financial reports.
4. Ensure that effective trainings in financial management are designed for Finance unit, projects staff and general staff.
5. Enforce and maintain effective internal control system, contribute to monitoring financial management activities at field levels.
6. Assist Administrative and Finance Officers and the Head of Programmes in budget preparation, budget monitoring which include analysis and comment of variance.
7. Ensure funds for Programme implementation are disbursed in a timely manner to the field level teams.
8. Ensure that all financial reports are prepared and submitted to the donor/partner in a timely manner.
9. Review and improve the accounting system to meet new donors' requirement.
10. Review and consolidate procurement request and withdrawal applications to ensure correctness and that they are in line with the established format of presentation.
11. Liaise with internal and external auditors and follow-up any audit queries/management letters,
12. Provide monitoring of physical achievements against expenditures and perform other related duties as required.

Scope

The Financial Manager will provide technical assistance to AFOD South Sudan Finance unit, projects and staff including preparing monthly management accounts and prepares financial planning and budgets, financial and management reporting, including reports for the Board, partners and the stakeholders.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Required Qualifications:

- A Bachelor's degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting in CPA, or ACCA.
- A Master's degree with a Finance concentration will be an added advantage
- Not less than 3 years' experience at a senior level within the Finance Department of an international organization. Experience in the humanitarian sector will be an added advantage
- Experience with donor financial and grants management,
- Advanced knowledge of the non-profit organization operations is required
- Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs.
- Good command of English is required.

Required Experience & Competencies:

- Good written and verbal skills in English language.
- Must be a proactive and communicate potential problems and propose solutions.
- Must be able to function effectively in a loosely structured, but complex work environment.
- Ability to carry out responsibilities independently with minimal technical support from within.
- Must embrace diversity of cultures, languages, and personal interests and agendas.
- Good team player, tolerant and committed.

Knowledge

He/she must have proficient knowledge in the following areas:

- Financial and budget analysis including budgeting.
- Financial performance review methods and techniques
- Financial reporting to partners/donors
- Mentoring and coaching skills
- Good understanding of International accounting standards, financial management policies and procedures

Skills

He must have the following minimum skills:

- Effective verbal and listening communications skills;
- computer skills including the ability to operate finance soft wares, spreadsheets and word processing programs at a highly proficient level;

- Effective written communications skills including the ability to prepare reports, budgets, proposals, policies and procedures;

Personal Attributes

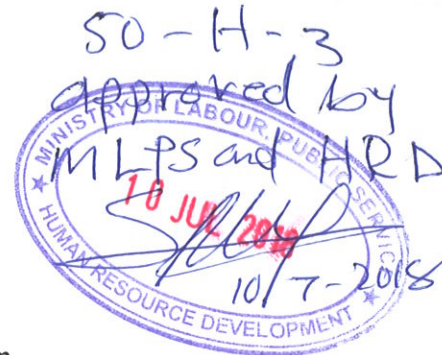
He/she must maintain confidentiality, use sound judgment and ability to work independently while performing the financial management duties and must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful, possess cultural and political awareness and sensitivity
- Demonstrate flexibility, consistency and sound work ethics.

Remuneration: An attractive package will be offered according to AFOD salary scale.

Applications submission: Applications from qualified persons, accompanied by updated CV in English and motivation letter; quoting the vacancy reference number above should be sent to the address below hand delivery not later than 30th July 2018 to the Human Resource Department, AFOD South Sudan Country Office, Gudele Block 9 P.O. Box 287, Juba or to email: afodsouthsudan@gmail.com or info_ss@afodi.org





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AFOD South Sudan invites applications from qualified persons (South Sudanese) for the position of **IT Assistant** to be based in Juba head Office and is a full time position for duration of 12 months, renewable depending on performance and availability of funds.

Background: Background: AFOD is a National NGO providing integrated Health, Nutrition and food security & Livelihoods, WASH (Water, Sanitation and Hygiene), Education and social protection services in South Sudan since 2013. AFOD is currently implementing projects funded by the WFP, UNICEF, SSHF and IOM in Wau, Jubeke, Kapoeta, Terekeke, and Lol States;

Purpose of the position:

To primarily provide support to the office Team in end user helpdesk. The IT Assistant will work closely with the IT Officer who will assign him/her the tasks required in support of AFOD Team.

Scope of work

The Position's primary focus is on the areas of computer operations, user and desktop support (hardware and software), helpdesk. Performs a variety of information technology support duties to ensure smooth delivery of technology services. Monitors, operates, or coordinates and assists others in the operation of computer hardware, software, and peripherals in order to achieve desired results. Maintain and Update AFOD's web-based systems. Updates supervisor on status of support work.

The IT Assistant will provide support in the following areas:

- Assist in the operation and maintenance of the Local Area Network (LAN) and Wide Area Network (WAN) systems.
- Assist in maintaining all ICT equipment and applications for AFOD SS offices in South Sudan.
- Assist in setting up and configuring the end use requirement.
- Assist in the installation and maintenance of the communications equipment for wired and wireless networks.
- Assist in configuring email including other mobile devices.
- Assist in general SharePoint and Email problems.
- Assist in the daily and routine IT support. Installation, operation, and maintenance of computer systems and other technologies, such as communication systems.
- Assist in routine tasks, such as backing up data, monitoring network and systems, servers and peripherals, etc.
- Tracking inventory and evaluating new technologies.
- IT assistant may also work in other technological specialties, such as Web design or Internet security.
- Assist in Updating and maintaining the AFOD website based on information provided by other departments of the organization.

- Assist in digital marketing especially Search Engine optimization (SEO) and social media marketing
- Ensure end user system is running smoothly by providing System administration and maintenance, ensure data protection and provide end-user support.
- Backup the IT officer when needed.
- Maintain a high degree of client support for all queries.
- Work closely and reporting to the IT officer.
- The IT Assistant may be asked to perform any other duty or task as requested by the IT Officer.

Qualifications and Experience

Education:

- Bachelor's degree in computer science, information technology or related field.
- Certificates in CCNA, COMPTIA+ or related is an added advantage

Work Experience:

- At least 3 years of experience of progressively technical experience in Information Technology or computer science.

Skills and Abilities:

- Networking support experience.
- Basic Programming abilities in at least HTML5/CSS3, PHP.
- A good understanding of programming databases especially SQL (MySQL, SQL Server)
- Familiar with common CMS systems especially WordPress.
- Familiar with digital marketing tools such as Google AdWords, Facebook Ads, SEO among others
- Experience in Outlook and other support.
- Hands on experience in Microsoft Operating Systems, Microsoft Office solution, systems installation and configuration.
- Strong understanding of PC hardware set-up and configuration.
- Good communication skills.
- Team work.
- Knowledge of UN system policies, rules, and regulations.
- Work experience within United Nations System or an international organization is an asset.

Language Requirements:

- Fluent in Arabic and English is required.

Remuneration: An attractive package will be offered according to AFOD salary scale.

Applications submission: Applications from qualified persons, accompanied by updated CV in English and motivation letter; quoting the vacancy reference number above should be sent to the address below

not later than 30th July 2018 Human Resource Department, AFOD South Sudan Country Office, Gudele Block 9 P.O. Box 287, Juba hard copy or to email: afodsouthsudan@gmail.com or info_ss@afodi.orgg

