

NILE HOPE

Strengthening communities for sustainable development



JOB ADVERTISEMENT

TERMS OF REFERENCE

HUMAN RESOURCE CONSULTANT

PREAMBLE

NILE HOPE is a national South Sudanese humanitarian non-governmental organization, established in 2004. It has been operational in South Sudan since 2006, and has operated continuously with a strong track record as an employer. NILE HOPE has a liaison office in Juba, South Sudan and in Nairobi, Kenya. Its original Head Quarters has been at Akobo. It has offices in Bor and seven other satellite offices in the country. NILE HOPE is currently establishing an office in the humanitarian hub of Bentiu.

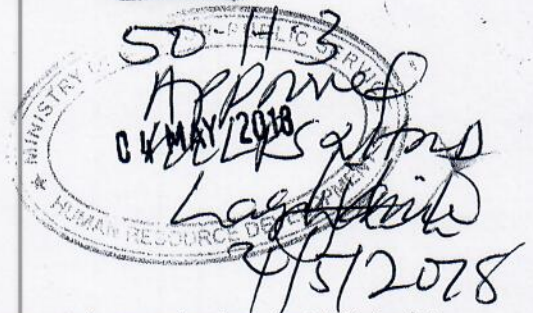
The organization is setting out to strengthen its structures as a national agency in South Sudan. It intends to strengthen from within so as to be a competent cost saving value adding agency in all its operations and services. It intends to innovatively demonstrate that it has value for money in the human resource management.

Early 2018 NILE HOPE completed the development of its five year strategic plan 2018-2022. As part of the Strategic Plan process, NILE HOPE undertook systematic functional analysis to establish clear mandate and goals for each department. In the process some new units and desk portfolios were created. The functional analysis process created the basis from where the Human Resources Unit needs to undertake systematic set up of effective human resource systems. Along with that, NILE HOPE needs to assess competencies in line with the newly set goal and objectives of each department as well as the goals and strategies set out in the strategic plan (2018-2022). This will lead into refining and realigning functional aspects, job descriptions and cascade into systematic review of the compensation regime in the organization.

OVERVIEW

NILE HOPE seeks the services of a competent human resource consultant to set up human resource management systems, then orient, induct and mentor minimum two staffs to manage the department. The human resource management systems will be ICT-based, integrated and facilitative to all department heads at Juba and in each operating location. At the touch of a button managers should be able to access and update any human resource data and information without having to use hard copies or numerous phone calls. The set up orientation and mentoring of the human resource staffs will take place in Juba and limited raveling to field locations.

The entire Human Resource Management Unit will be revamped in terms of review of all relevant policies, writing any missing polices or part thereof, advising on the relevant ICT system (type, quality specifications, and sources to use, setting up program of work, and ensuring outcomes of all the set deliverables for this assignment.



SCOPE OF WORK

NILE HOPE will outsource this assignment for period of five months. The assignment is not full time employment and will be managed in the terms of a signed contract and the content of this Terms of Reference.

Purpose: Setting up human resource management systems, review polices, provide advice and recommendations to the Country Director and management and orient, induct and mentor minimum two staff to manage the department.

Key Objectives

- Undertake and complete the functional analysis process as per the strategic plan goal and objectives
- Review human resource polices, systems, procedures, processes, guidelines and frameworks to identify gaps then providing advice on remedial action to the Country Director and management
- Instigate updates, revision and installation of relevant policies, polices, systems, procedures, processes, guidelines and frameworks
- Specifically assess and revise job descriptions in line with the new strategic plan among managers on relevant competencies required for only key cost effective positions
- Support managers to set up quality performance benchmarks, indicators, standards to professionalize department and staff performance management.
- Facilitate orientation of managers on key aspects of the human resource management policies, systems, procedures and processes, and how to enforce adherence and compliance to polices, guidelines and frameworks in line with Labour Law in the Republic of South Sudan.
- Provide orientation, induction, training and mentoring of staffs of the Human Resource Management Unit on how to use the systems, how to enforce policy and how to ensure up-to-date human resource data in NILE HOPE for use by management.
- Prepare an exit handover report highlighting recommendation and work plan to be followed at the Human Resource Management Unit on the key priority aspects to follow through in NILE HOPE

Deliverables

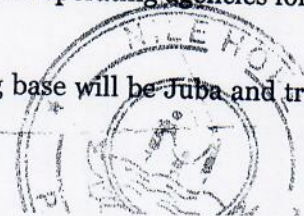
- Complete functional analysis process in NILE HOPE
- Identify profile of gaps in human resource policies, systems, procedures, processes, guidelines and frameworks with recommendation t the Country Director and managers how to address the gaps.
- Profile defining relevant competencies required
- Compete job assessment and revise job descriptions and roles.
- Set up quality performance benchmarks, indicators, standards
- Summary guideline on how to enforce adherence and compliance on human resource management
- Skilled mentored staff in Human Resource Management Unit
- Recommendation on the key priority aspects follow through in Human Resource Management Unit

APPROACHES, METHODOLOGY AND TIMEFRAME

Consultative participative and mentoring approaches will be used on all aspects of this assignment. The Human Resource Consultant will prepare concrete inception plan with specific action program for strengthening the Human Resource Management Unit in line with this ToR. Regular meetings with the Director and Management team will be part of the process during the assignment. The Human Resource Consultant will liaise with relevant Ministries, Partners of NILE HOPE and other operating agencies for the purpose of understanding better the operating context.

The Consultancy assignment will run for a period of 5 Months. The operating base will be Juba and travel to operating locations. The assignment will commence in June 2018.

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EXPECTED PROFILE OF THE CONSULTANT

The Human Resource Consultant is expected to possess the following qualifications in order to be eligible for this assignment:

- a) A master degree in human resource management or its recognized equivalent and over 3-5 year's relevant experience.
- b) High level, up to-date knowledge, master degree and understanding of Human Resource Management and labor and employment law with keen focus on the East African Region.
- c) Demonstrated work experience of at least 3-5 years in Human Resource Management, labour law, human resource relations, human resource management systems, clarity in functional analysis, job assessment, specification, and grading and human resource compensation management systems.
- d) Strong interpersonal management skills, adaptability for working in challenging circumstances
- e) Exposure and working knowledge of countries in fragility and South Sudan in particular

HOW TO APPLY

Applicants are invited to send their proposals to info@nilehope.org or palwan@nilehope.org before May 24th, 2018. All applications should include the following:

- a) **Technical proposal** (not exceeding 4 pages): The technical proposal should reflect the understanding of the task and how the consultant intends to effectively deliver on the assignment. The applicant will provide a detailed work plan of specific activities and timetable for carrying out the assignment.
- b) **Financial Budget:** The consultant shall propose a realistic cost estimate for this assignment, including a breakdown of the budget and justification of expenses. The budget shall include only those costs that can be directly attributed to the activities proposed.
- c) **Personnel and experience:** The applicant shall list and briefly describe the experience, role, qualifications and references of the key consultant(s) proposed to work on the assignment.
- d) Two referees of the consultant who can vouch for the consultant
- e) Copies of reports of similar work conducted by the consultant(s).

All the applications will be reviewed in the coming weeks against the recruitment profile developed for this position. Only shortlisted applicants will be contacted, for written test and interview.

In the event that your candidature is retained for the assessment phase of the process, a member of our Human Resources Management Department will contact you in due course.

The Human Resources Manager
Nile Hope
Juba Nabari Plot 334, Bilpham Road, Juba South Sudan.

Terms of payment will be agreed upon before drawing and signing of the contract.
Email: info@nilehope.org / palwan@nilehope.org
Tell: +211920010332 / +211915467281

Application will be accepted up to 24th May 2018

