



World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB TITLE: Zonal People and Culture (HR) Coordinator – Upper Nile

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic **People and Culture (HR) person (Man or Woman)** who is willing to share in our vision and promise to Children, to join us as Zonal P&C – HR Coordinator overseeing the areas of operations in **Upper Nile Region**.

Purpose of this Job:

To provide technical support in human resource management issues for the Zonal Office including recruitment, selection, employee relations, staff development, career management & employee welfare. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

Major Roles and Responsibilities:

Manage the recruitment and staffing of the Zone

- Compile the Annual staffing plans for the Zone
- Prepare monthly recruitment plans in line with the annual recruitment plans
- Manage the recruitment in coordination with the ZPM
- Oversee the induction and orientation process for new staff
- Managing and tracking staff probationary period

Benefits management

- Preparing the monthly payroll information for all staff within the Zone.
- Managing the implementation of staff benefits within the Zone

Implementation of HR policies, systems, processes and standards

- Communicate all HR policies, procedures and standards to the staff and management within the Zone
- Ensuring that HR standards and processes are adhered to by all staff and management within the Zone

Monitor the performance management of staff within the Zone

- Coordinate the staff performance management program
- Training the staff on the use of tools
- Adhere to WVI standard Performance Management timelines and submit Agreements, mid-term and end of appraisal reports to P&C Director

Management of staff information

- Monitor, up-date and manage staff records and provide accurate HR information for management decision making
- Keep an efficient filing system and verify periodically accuracy of staff information on personal files.
- Ensure employee files are accurate and well managed and always kept under lock and key;



- Track staff movement in regards to absence, sickness and annual vacation

Management of the staff well being

- Support staff welfare and social activities in the Zone
- Handle staff grievances and disciplinary issues
- Support the implementation of Employee Engagement activities as per the Our Voice Action Plan

Reporting

- Prepare a monthly report of detailing achievements, challenges, and plans as per established division report writing guidelines;

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's Degree in Business Administration with Human Resources
- Minimum of 2-4 years' experience in Human Resources or related field in a non-profit organization.
- Must have computer knowledge (MS word, Excel etc.).
- Requires ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Must have experience working in a development relief setting and have ability to communicate effectively in writing and orally English.
- Must have good interpersonal and communication skills both orally and in writing and must have the ability to work with minimum supervision.

HOW TO APPLY:

Interested applicants who meets the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts.

Address your application to: The Human Resource Manager, World Vision South Sudan and indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org (please clearly indicate the position & location applied for in the subject)

Closing date for receiving applications is: August 29th, 2017 at 5 PM

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

