



Christian Mission for Development

Transforming lives, building communities



Job Vacancy: HR and Admins Coordinator – HRAC

About CMD:

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in East Africa. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger, and illiteracy. Our thematic areas are Education, WASH, Health, Nutrition, Food Security and Livelihoods, Shelters, and Protection.

Vision:

CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity

Mission:

CMD exists to inspire, empower, and transform communities through provision of holistic social services while strengthening resilience for self-reliance

Job Description	
Job Title: HR and Admin Coordinator	Expected Start Date: 1st March 2023
Reporting to: Programs Coordinator, Safety and Operations Manager and Finance Manager	
Basic position description: The HR & Admin Coordinator (HRAC) provides overall technical support in all aspects of HR and admin functions within CMD. HRC is responsible for CMD's personnel administration and human resource development and to support the organization in achieving its HR objectives in line with the HR policies and procedures and best practices.	
Country: South Sudan	Base: Juba with periodic field visits.
Key working relationships	Finance team; Program team, field teams; NGO Forum HR Working Group





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Summary of responsibilities

The HR & Admin Coordinator is overall responsible for effective and transparent human resource management and quality services to employees throughout CMD programs. The HRAC responsibilities includes but not limited to employee system management, policy development/formulation and implementation, advising senior management on performance related issues, leading, and guiding the HR team, workforce planning, benefits administration, training and development and employee relations.

Major Responsibilities

Objective 1: HR Policy and Best Practice

- Track, reviews and advise managers on performance matters with available options.
- Coordinate and implement any outstanding/arising Human Resources-related audit recommendations in liaison with the Programs Coordinator, Safety and Operations Manager, Finance Manager.
- Responsible for preparing HR documents, maintaining accurate and complete personnel and recruitment files; and updating checklist and HR trackers as necessary
- Ensure contracts are extended / issued and terminated in line with the labor law with relevant procedures and ensure that recruitments process follow South Sudan's Ministry of Labor guidelines and requirements.
- Reviews staff contracts, and employee files to ensure that they are compliant with law and HR policies and advice managers on complex HR matters and updates HR Manuals annually
- Leads annual review of salaries and benefits including medical insurance and other benefits.
- Provide regular reports to SMT on HR matters and metrics e.g. recruitment, turnover, absence and performance reviews.
- Lead recruitments for new positions and lead employee onboarding process
- Responsibility for ensuring vehicles and generators are effectively maintained and operational at all times, including dally movement plan, fuel supply and tracking, service schedules for vehicles and generators.

Objective 2. Oversee Performance Management Process

- Support Managers to conduct regular performance reviews
- Provide regular training on performance review process
- Advice SMT on significant cases of underperformance and advise on way forward
- Monitor training needs analysis and ensure action plans are developed
- Assist in rolling out Monitoring, Evaluation, Accountability and Learning component in CMD strategy plan.





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- Responsible for reporting and communication of progress and achievement of the specific assigned tasks.
- Track annual leaves



Objective 3: Training and Capacity Building

- Develop, introduce, and maintain HR induction for all staff
- Provide annual refresher training on code and behavior, child protection/ safeguarding, performance reviews and management training.
- Provide capacity building training as needed for field coordinators and other managers in staff management, particularly in areas of recruitment, absence management and performance reviews.
- Conduct HR audits and appraisal

Objective 4: Lead on employee Relations Matters

- Coach managers through employee relations matters, mitigating risk where possible
- Responsible for liaising with relevant government institutions such as the RRC and Ministry of Labor in South Sudan, work permits for non-South Sudanese staff, registration with South Sudanese immigration authorities and other compliance requirements.
- Lead and advise on all compliance risks.

Objective 8: HR Leadership and Team Management

- Represent CMD at the HR NGO Forum meetings, sharing learning with the HR team, management team and other staff as appropriate.
- Manage the HR and administration team
- Supervise the administration of staff including cleaners and guards, ensuring a clean and secure office environment is always maintained.
- Build the capacity of the team, through supervision and mentoring,
- Hold regular one-on-one meetings to review progress.
- In coordination with the Finance, prepare monthly payroll ensuring staff changes (new hires, terminations etc) are accurately reflected on HR monthly reports and documentation.

Qualifications

- Degree in Human Resources or a related business field with a Human Resources professional qualification.
- Five (5) years' work experience in a similar role, preferable with some management experience.
- Experienced with online HR Information systems and payroll software.
- Understanding of job evaluation and job analysis systems.



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- Hands on experience with labor legislation in South Sudan.
- High level of attention to detail
- Ability to think, analyze situations and generate solutions.
- Willing and able to travel to the field locations for up to 30% of the role
- Sensitivity to cultural differences

LANGUAGES

- English - Essential
- Arabic is an asset.



Pre-Employment Checks:

- Any employment with CMD will be subject to the following checks:
- Screening clearance
- Receipt of satisfactory references

CMD promotes equality and seeks individuals who agree with the CMD values together with our policy standards on Anti-corruption, Child protection and Code of Conduct.

How to Apply

If you are talented in this field, are reliable and a highly motivated professional looking for a meaningful career, with string commitment to CMD's values and mission, please submit your application and CV to recruitments@cmd.org and copy info@cmd.org. Subject-line must be **"CMD's HR and Admin Coordinator"**

You can also deliver hard copy application and CV to CMD Office, (Tongping Area, Juba Na-Bari, Plot 157 Bloc III Srd Class Residential Area, Near Catholic University of South Sudan)

Please note that incomplete applications will not be accepted. Only shortlisted candidates will be contacted.

Applicants are asked to avoid double posting and instead send a complete folder (preferably compressed to below 10-mbs)

The position is only and strictly open to South Sudanese nationals and female applicants are highly encouraged to apply

*The deadline for applications is **21st February 2023 at 5pm CAT.***