



Telephone:  
 +211925888554  
 +211915547917  
 +211929364531

## HOPE RESTORATION (HR)

Email: hrssjuba@gmail.com

Physical Address: Munuki  
 Bolck (C) No Plot 349  
 Opposite Anitpas Pharma



Date 26/04/2024

### Job Advertisement Human Resource Manager.

#### Background.

Hope Restoration South Sudan is a national NGO registered with the ministry of justice in 2010 registration no.659. It's also registered with Relief and Rehabilitation Commission (RRC) registration no. 389. Hope Restoration South Sudan (HRSS) is committed to mobilizing the communities and self-determination. It seeks to secure capacity building, research and proactive measure of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification and use of appropriate technologies.

#### **HRSS is seeking to recruit**

<b>Job Title:</b>	<b>Human Resource Manager</b>
<b>Location:</b>	<b>Juba</b>
<b>Reporting to:</b>	<b>Executive Director</b>
<b>Starting Date of Application</b>	<b>27/04/2024</b>
<b>Deadline for Application</b>	<b>16<sup>th</sup> /05/2024</b>

#### **Job Summary**

The Human Resources Manager, in close collaboration with the leadership team, holds a pivotal position in defining and implementing the human capital strategy for HRSS diverse programs in South Sudan. Their ability to embody HRSS's vision, mission, and values, fostering a culture that reflects these principles, is essential to the role's success. The manager ensures resourcing plans align with HRSS's mission, long-term strategy, and evolving needs while contributing to a positive employee experience.

Strategically, the Human Resources Manager oversees effective HR practices that support the organization's goals. This includes developing and implementing strategic HR initiatives like resourcing, succession planning, and talent management. They are also responsible for a comprehensive performance management framework that motivates staff and positions the



country office as an employer of choice by attracting and retaining top talent. A key aspect of this role is leading employee engagement initiatives, career development programs, and retention strategies.

The role offers a unique opportunity to work closely with the Executive Director and shape HRSS's organizational culture. This ensures staff are actively engaged in achieving the organization's vision and mission. The manager will oversee the HR function, ensuring it aligns with HRSS's principles of gender equality, diversity, and equity. They will also monitor the work environment to identify ways to strengthen employee belonging and recognition.

Sharing HRSS's passion for attracting women to senior leadership positions and talent development, the holder will develop strategies to fulfill gender targets and create a talent management program.

### **JOB RESPONSIBILITY.**

1. HRSS's mission, vision, strategic priorities, and overall goals. This includes analyzing current and future staffing needs (skills, gaps, succession planning, workforce planning) to ensure the organization has the right talent.
2. Develop, implement, and manage HR policies and procedures in compliance with labor laws and regulations of South Sudan.
3. Conduct recruitment and selection processes for hiring staff and volunteers. Coordinate and facilitate orientation and onboarding programs for new employees.
4. Ensure accurate and up-to-date personnel records are maintained. Administer employee benefits programs, including insurance, retirement plans, and leave policies.
5. Manage performance appraisal processes and provide support for professional development and training opportunities.
6. Conduct exit interviews and analyze turnover data to identify trends and recommend improvements. Collaborate with management to forecast staffing needs and develop workforce planning strategies.
7. Implement diversity and inclusion initiatives to promote a diverse and equitable work environment. Coordinate and oversee employee wellness programs and activities.



8. Handle sensitive and confidential HR matters with discretion and professionalism. Stay updated on best practices in HR management and make recommendations for improvement.
9. Collaborate with finance and administrative teams to ensure HR budgets and resources are allocated effectively.
10. Represent the organization at job fairs, networking events, and professional associations to promote the employer brand and attract top talent.
11. Ensures that HR strategies are closely aligned with the overall goals and objectives of HRSS. This involves understanding the organization's mission, vision, and strategic priorities, and developing HR strategies that support these.
12. Analyses current and future staffing needs, anticipating HR needs and developing proactive plans to address them. This includes identifying skills gaps, succession planning, and workforce planning to ensure the organization has the right talent in place to achieve its goals.
13. Participates in the development of the organizational business plan, through providing input and evaluation of the HR trends and probable implications of desired actions.
14. Leads on the implementation of the organization's change strategy and aligns internal structure and systems with strategic visions.
15. Benchmark best practices with other organizations and use the information to advise management to improve HRSS's approaches to people issues and meet its specific gender and diversity targets.
16. Develops strategies to attract and retain top talent, which is crucial for the organization's success. This involves employer branding, creating attractive compensation and benefits packages, and fostering a positive employer brand reputation.
17. Leads the HR Department in the effective and efficient management of resources and ensures that HRSS has people management strategies that facilitate the achievement of strategic goals.



18. By understanding the organization's strategic direction, the HR Manager ensures that recruitment efforts are focused on acquiring talent with the skills and competencies needed to drive the organization forward.
19. Liaises with Program management and staff to come up with the best strategies for ensuring that their departments are properly staffed in the immediate, medium, and long term.
20. Develops strategies to promote diversity, equity, and inclusion, within the organization to build a diverse workforce understanding and recognizing the strategic importance of diversity and inclusion in the workforce.
21. Develops strategies to attract and retain top talent, which is crucial for the organization's success. This involves employer branding, creating attractive compensation and benefits packages, and fostering a positive employer brand reputation.
22. Leads the HR Department in the effective and efficient management of resources and ensures that HRSS has people management strategies that facilitate the achievement of strategic goals.
23. By understanding the organization's strategic direction, the HR Manager ensures that recruitment efforts are focused on acquiring talent with the skills and competencies needed to drive the organization forward.
24. Liaises with Program management and staff to come up with the best strategies for ensuring that their departments are properly staffed in the immediate, medium, and long term.
25. Prepare organization/project payrolls

### Qualifications Required

Bachelor's degree in Human Resources Management; Organizational Development or in a related humanities qualification, professional membership of Chartered Institute of Personnel & Development or other HR certificating body **Plus A postgraduate qualification in Human Resource Management is a MUST.**

Experience:



1. 4-10 years of HR experience, preferably within the development sector (NNGO, international or national organization) and at least 4 years should be in senior HR management roles.
2. Prior experience working across diverse entities or subsidiaries is a plus, but strong HR Leadership in sizeable companies or divisions is mandatory.

### **Knowledge and Skills.**

1. Deep understanding of South Sudan employment law and legal requirements.
2. Ability to lead on HR issues while balancing strategic and operational aspects.
3. Excellent management skills with a focus on motivating diverse teams.
4. Respect for local culture alongside adherence to international work
5. Experience in: Performance Management Systems development and management, Talent Sourcing, Management, Succession Management & Planning, Organization Development and data-driven decision-making, Leadership Development, Learning & Development, and Managing Rewards & Remuneration, Workplace learning facilitation and implementation
6. Agile and efficient in administration, planning, implementation, and delivering high-quality work on time.
7. Proficiency in HR Management Information Systems and payroll management



### **Personnel Qualities**

- High levels of integrity, resilience, accountability, commitment, and determination.

### **HOW TO APPLY**

This is an open position and the successful candidate will be based in Juba. The opening date is 27/04/2024 April and the Closing date for Hope Restoration South Sudan receiving applications will be 16<sup>th</sup> May 2024.

Applications and CVs should be submitted to: [careers@hoperestorationsouthsudan.org](mailto:careers@hoperestorationsouthsudan.org) Or Hand delivered to HRSS head offices in Munuki Block C. Plot no. 349 Opposite Antipas Pharmacy Gudele Road along Upper Nile University road.

More about us [www.hoperestorationsouthsudan.org](http://www.hoperestorationsouthsudan.org) | Facebook @ Hope Restoration South Sudan | Twitter @HopeRestoratio3



**Attention!!!**

Hope Restoration South Sudan has a ZERO TOLERANCE approach to any abuse, sexual harassment of, or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. HRSS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time at HRSS.

HRSS is an Equal Opportunity Employer, promoting gender, equity, and diversity, and women candidates are strongly encouraged to apply.

