



Where childhood thrives, war does not.

<b>Title:</b>	Human Resources Manager
<b>Start Date:</b>	As soon as possible
<b>Reports to:</b>	Country Director
<b>Travel:</b>	Regular field travel is required
<b>Location:</b>	Juba, South Sudan
<b>Open to:</b>	South Sudanese Nationals
<b>Posting Date</b>	25 <sup>th</sup> Feb 2025
<b>Closing Date:</b>	21 <sup>st</sup> March 2025

### Background

War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.

War Child Canada is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. We have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.

War Child Canada works with some of the most vulnerable populations around the world and is a leader in developing and implementing programs specifically targeting and protecting children, women, and displaced people living in the most complex humanitarian environments in Afghanistan, the Democratic Republic of Congo, South Sudan, Sudan, Uganda, and Yemen.

### Context

War Child Canada's current programming in South Sudan focuses on improving access to education, and livelihoods for refugees, IDPs, Returnees and host communities, particularly youth and vulnerable groups.

The country program integrates protection, peacebuilding, capacity development and resilience across all project interventions to address broader challenges faced by its project target groups. War Child Canada's country strategy aims to enhance access to quality education, foster economic empowerment, conducive policy environment, expand community-based mentorship for livelihoods, and promote self-reliance and dignified employment for the target groups through market-based, innovative and sustainable programming

War Child Canada's active projects in South Sudan include the "Pathways to Empowerment" (P2E) project is a major new program funded by the Mastercard Foundation aimed at enhancing educational access, fostering economic empowerment, and strengthening institutional capacity to benefit marginalized groups, especially refugees, internally displaced persons, returnees, and host communities. Over a period of six years (2025–2030), the project is designed to provide sustainable opportunities and pathways to dignified employment among youth in affected regions of South Sudan; and the Geared for Success project, which improves access to education and protection services for refugee and host communities. Through these projects, War Child Canada is scaling market-oriented education through vocational training and entrepreneurship support, with a focus on gender inclusion and youth empowerment. The program emphasizes capacity building for local organizations and community engagement, particularly refugee-led organizations, while adapting to South Sudan's dynamic context, including conflict-driven refugee influxes and economic pressures.







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### **Position Summary**

The HR Manager is responsible for overseeing the human resources function in the country office, ensuring that all HR processes and policies support the organizational strategy and comply with local labor laws. The HR Manager leads the HR team, providing strategic direction and guidance on all HR matters, including recruitment, employee relations, performance management, organizational development, and compliance. This role also works closely with senior management to ensure that HR strategies align with program objectives and operational needs.

### **Responsibilities**

#### **Generic Responsibilities**

1. **HR Strategy and Policy Implementation:** Provide leadership and strategic direction for HR, ensuring alignment with War Child Canada's goals while mentoring and managing the HR team to foster a high-performance culture and support staff development.
2. **Organizational Development and Change Management:** Lead the development of organizational culture and employee engagement strategies, while overseeing change management initiatives during periods of growth or restructuring.
3. **Compliance and HR Policy Development:** Ensure HR practices comply with local labor laws and internal policies, while also developing, updating, and implementing HR policies to meet legal and organizational standards.
4. **HR Reporting and Data Analytics:** Oversee the creation and analysis of HR reports on staffing, performance, turnover, and other key metrics, providing actionable insights to senior management to improve HR strategies.

#### **Specific Responsibilities**

##### **Recruitment & Talent Acquisition (30%)**

1. Oversee and manage the recruitment process, ensuring efficient, transparent hiring practices that align with organizational needs.
2. Develop and implement strategies to attract top talent, including strategies for diversity and inclusion.

##### **Performance Management & Employee Development (20%)**

1. Manage and implement the performance management system across all teams, ensuring clarity of objectives and fair evaluations.
2. Lead the design and implementation of professional development programs that meet the needs of both employees and the organization.

##### **Compensation & Benefits (10%)**

1. Oversee compensation structures, ensuring they are competitive, equitable, and compliant with local laws.
2. Manage employee benefits, salary reviews, and incentive programs.

##### **Employee Relations & Conflict Resolution (10%)**

1. Act as a key resource for resolving employee relations issues, ensuring fair treatment, transparency, and adherence to policies.
2. Provide guidance on disciplinary actions, grievances, and workplace conflict resolution.

##### **Staff Welfare & Well-being (10%)**

1. Oversee the implementation of employee welfare programs to promote a healthy work-life balance and enhance employee engagement.







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2. Manage and promote initiatives aimed at improving staff well-being and job satisfaction.

### **Qualifications**

#### **Experience & Knowledge**

1. Bachelor's or master's degree in human resources, Business Administration, or a related field.
2. Minimum 7-10 years of experience in HR management, with at least 3-5 years in a leadership role in an international NGO or similar organization.
3. Strong knowledge of HR best practices, including recruitment, employee relations, performance management, and compensation.
4. Experience with HRIS (Human Resources Information Systems) and other HR tools.
5. Familiarity with local labor laws and compliance requirements.
6. Previous experience in South Sudan is highly desirable.

#### **Skills & Ability**

1. Excellent verbal and written communication skills in English, with the ability to engage and influence stakeholders at all levels.
2. Strong strategic thinking and problem-solving abilities, with a proven ability to adapt to changing contexts and challenges.
3. Ability to lead cross-functional teams, manage complex projects, and maintain focus on program outcomes.
4. High level of cultural sensitivity and the ability to work effectively in diverse and complex environments.
5. Strong organizational, analytical, and planning skills, with an ability to handle multiple tasks simultaneously in a fast-paced environment.
6. Self-motivated and resilient, with the ability to work independently and as part of a team.
7. A commitment to War Child Canada's values, including the protection and promotion of children's rights, gender equality, and inclusion.

### **Compensation & Benefits**

We offer a highly competitive salary and benefits package that is commensurate with your experience and qualifications.

### **Application Process**

All interested applicants are invited to submit their application through this [link](#).

#### ***Hand Delivery***

*War Child Canada Office*

*Located at Hai Kuwait Residential Area,*

*Behind Former KCB Kuwait,*

*Plot No.175, Block II 3<sup>rd</sup> Class*

*Next to Munuki East Primary School*



Only those applicants selected for an interview will be notified. We regret that we cannot entertain phone calls. War Child Canada is an equal-opportunity employer.







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War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity.

Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.

Aligned to War Child Canada's commitment to localization, we strongly encourage applications from qualified South Sudanese nationals and individuals with a particular emphasis on women and underrepresented groups. War Child Canada is committed to fostering an inclusive and diverse workforce that reflects the communities we serve, and we welcome candidates who bring local knowledge and a deep understanding of the national context.

