



*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 OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization 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 Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** People & Culture/HR Coordinator  
**Reporting to:** People & Culture Director  
**Location:** Juba, National Office  
**Availability:** As soon as possible

### **Purpose of the position:**

To provide human resources technical support in World Vision International South Sudan with special focus on international staff management in the area of compensation and benefits, employee relations, resourcing and general services. This position also provides technical support in the areas of Talent Management and Performance Management.

### **Major Roles and Responsibilities**

#### **Learning and Development:**

- Coordinate and facilitate staff learning and development initiatives (Talent Management program, ecampus sensitization and utilization)
- Gender diversity improvement for International Assignees and national office
- Provide capacity building of P&C/HR team

#### **Coordination of the Recruitment and staffing:**

- Monitor development and tracking of staffing plans with the line managers
- Conduct recruitments with the hiring managers for all international staff positions and ensure that all recruitments adhere to recruitment standards
- Train hiring managers on the recruitment processes and interviewing skills
- Track the timeline of filling vacant international positions within the standard time.
- Manage the orientation program of all new IAs

#### **Coordinate the management of the Total rewards system and processes**

- Monitor and track staff benefits as per policy; Housing, R&R, Sick leave, annual leave, Good and services, relocation etc
- Conduct monthly Payroll reconciliations for International staff with the Global Center in California USA





- Implementation of any changes in International staff employment by preparing and submitting the online Personnel Action Form (PAFs); Salary changes, job Grade Level, contract renewals, separations etc

#### **Management of HR information of International staff**

- Monitor, up-date and manage staff records and provide accurate HR information for all stake holders and for management decision making
- Maintain an updated staff data on contract end dates, movements etc
- Management of staff separations transfers and exits.
- Manage the personal records for international staff
- Team house management – attend to all staff concerns and welfare in the team house.
- Allocation of rooms to field staff

#### **Coordinate implementation of P&C policies, standards and guidelines**

- Contextualize international HR policies and tools to align them with South Sudan context.
- Ensure all staff understand and are knowledgeable about the HR policies, standards, processes and guidelines.
- Plan periodic training of functional managers on the HR policies and standards.
- Oversee the safety of staff information and all HR documentations
- Implement performance management processes and tools

#### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Degree in HR, Business, International Relations or related field is required. MBA is a plus.
- Demonstrated success of at least five years as an HR professional in emergency response, conflict zones and/or humanitarian aid sector strongly preferred.
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- Experience working with World Vision systems and processes is an asset
- Proven acumen as an HR generalist including 3– 8 years of experience in the areas of training and development, HR administration, compensation, policies and procedures, employee relations, organizational design and workforce planning
- Successful implementation of HR activities at a global or regional level working with multiple stakeholders, across cultures and at a range of organizational levels, and/or comparable HR experience in medium to large country programs 200 employees+.
- Strong track-record of training and capacity-building including provision of one-on-one coaching, designing and delivering training programs, measuring efficacy and implementing systematic improvements
- Must possess a highly collaborative, inclusive, consultative and resourceful work style
- Outstanding interpersonal, presentation, verbal and written communication skills
- Excellent project management and organizational skills including creation of detailed work plans and superior time management
- Advanced proficiency in MS Outlook, Word, Excel and PowerPoint, HRIS
- Ability to travel up to 20% within South Sudan
- Fluency in English, ability to speak Arabic language is an added advantage

#### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet 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.**

**Qualified female candidates are strongly encouraged to apply**



**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to the locations indicated above.

**Closing date for receiving applications is: 26<sup>th</sup> February, 2021.**

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

