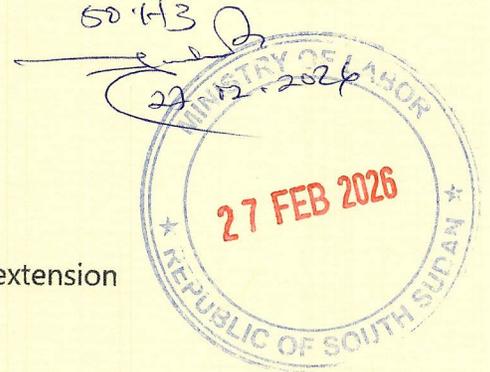




JOB VACANCY - INTERNAL & EXTERNAL

Job Title: HR & Admin Manager (1)
Department: HR & Admin.
Reporting to: Executive Director
Base Location: Juba
Duration: 12 months with possibility of extension



Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Roles and Responsibilities

Staff recruitment

- Oversees staff recruitment process and coordinate with the line managers to ensure that the onboarding process is completed in a fair and timely manner.
- Review Job Descriptions, drafting of advertisement, seeking of Ministry of Labor's approval, advertisement, longlisting, shortlisting, communications to candidates, invitation of the panel members and interviews schedules.
- Support the hiring managers in designing practical and oral interview tests questions which are appropriate for the roles.
- Take overall charge in preparing offer of employments, contracts and verify new employees background checks.
- Oversees employees personnel filling system across all FACE field Location and Juba.

Staff performance managements

- Manage staff under his/her supervision by contributing to their capacity building and career development through technical support on job training and coaching.
- Oversees the development and the implementation of performance management system.
- Develop training and development programs to build the skills and capabilities of the employees.



- Ensures that employees performance evaluations are properly managed and documented.
- Ensures that any identified training needs, capacity building, competency needs are collected and presented to the Senior Management Team (SMT) for approval.

Employee Relation and Engagement.

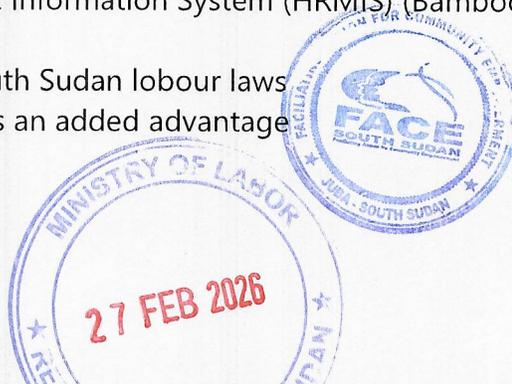
- Promote a positive and conducive work environment to all employees; this is to help employees feel respected and valued to increase employee's productivity and retention.
- Provide capacity building, training, support and advise on Human Resource related issues to employees so that they can understand the HR management processes.
- Support in shaping and reinforcing the organization's culture which is critical for attracting and retaining talent for achieving the organization's goal.
- Monitor psychological risks at work and ensures appropriate support is provided to the staff affected.

Payroll and Administration

- Coordinate and monitor the management of payroll system to meet the standards of South Sudan Labour laws.
- Oversees staff leave management by tracking the annual leaves, maternity leaves, compassionate leaves etc. in the staff files with the support of the HR Assistant.
- Monitor staff compliance to the organization's policies and procedures.
- Ensures that matters related to disciplinary are dealt with professionally and in a timely manner
- Manage all the organization's administrative matters.
- Other duties as assigned by the supervisor from to time.

Minimum Qualifications/Experience

- Masters' degree in Human Resource Management, Business Administration or any other related discipline.
- Over 5 years of technical working experience in a similar role with at least 2 years in management roles with NNG or INGO.
- Proficiency in HR Management Information System (HRMIS) (Bamboo, ERP Next etc.)
- In-depth understanding of South Sudan labour laws
- Trainings in HR management is an added advantage



Desirable skills and Knowledge.

- Computer literate in understanding all the computer packages; Microsoft (Word, Excel, Power Point).
- Strong communications and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to work with minimum supervision.
- Strong analytical skills and good problem solving.
- Ability to lead on HR related issues.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be report through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.



Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

