



JOB DESCRIPTION

Job Title: HUMAN RESOURCES MANAGER
Job Location: Central Office – Juba (80%) and field (20%)
Direct Supervisor: Country Director
Date of posting: 28/02/2022
Closing date: 17/03/2022

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “To serve humanity so all may live as God intended”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*
ADRA’s Values: *Courageous. Compassionate. Connected*

Job summary: This role will be responsible for strategic Human Resources and the execution of related strategies, policies, procedures, and practices. The HR Manager will have to provide ADRA South Sudan with competent, high performing human talent that is well skilled and managed, to deliver on its Purpose. The position requires maturity, flexibility, and willingness to assume varied duties. The HR Manager will be based in Juba.

Responsibilities

1. Develop and implement HR strategies and initiatives aligned with the overall ADRA SS purpose/strategy.
2. Bridge management and employee relations by addressing demands, grievances, or other issues; Nurture a positive working environment and ensuring that there is an effective wellness programme.
3. Manage the administration and implementation of the human resource life cycle including but not limited to recruitment, selection, induction, orientation, discipline, grievance, and termination.
4. Support current and future needs through the development, engagement, motivation, and preservation of human capital.
5. Oversee and manage a performance appraisal system that drives high performance.

6. Create a compensation strategy for all employees based on market research and pay surveys; Keep the strategy up to date.
7. Discuss employees' career development paths with Project Managers; Assess training needs to apply, organize, and monitor training programs. Implement the talent management strategy that transforms; attracts, retains, and optimizes talent within ADRA South Sudan.
8. Monitor HR metrics; Report to management and provide decision support through HR metrics
9. Ensure legal compliance throughout human resource management

Qualifications

- Proven working experience as HR Manager for a period not less than 3 years in an NGO setting.
- Demonstrable experience with Human Resources metrics.
- Excellent active listening, negotiation, and presentation skills.
- Ability to foster healthy employee relations
- In-depth knowledge of the South Sudan labor law and HR best practices.
- A Bachelor's Degree in Human Resources Management, Psychology, or related field.

Skills

- Experience in complex issue analysis
- Working calmly under pressure and meeting strict deadlines
- Able to provide strategic options and recommendations.

How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English at this email address jobs@adrasouthsudan.org Take note that only shortlisted candidates will be contacted. The closing date for receiving applications will be 17th March, 2022.

Note: WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Safeguarding: ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

