



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 condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International – South Sudan is seeking for a qualified and dynamic Individual (**Man or Woman**) who is willing to share in our Vision and Promise to Children, to join us in the role above.

Job title: Zonal People & Culture/HR Coordinator
Reporting to: People & Culture/HR Director
Location: Kuajok, Greater Bahr El Ghazal Zone
Availability: As soon as possible

Purpose of the position:

To provide technical support in human resource management issues for the Zonal Office including recruitment, selection, employee relations, staff development, career management & employee welfare. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

Key Job responsibilities

Manage the recruitment and staffing plan of the Zone

- Compile the Annual staffing plans for the Zone
- Prepare monthly recruitment plans in line with the annual recruitment plans
- Manage the recruitment in coordination with the ZPM
- Oversee the induction and orientation process for new staff
- Managing and tracking staff probationary period

Benefits management

- Preparing the monthly payroll information for all staff of the Zone.
- Planning, tracking and Managing staff post-service benefits of the Zone.

Implementation of HR policies, systems, processes and standards

- Communicate all HR policies, procedures and standards to the staff and management.
- Ensuring that HR standards and processes are adhered to by all staff and management.

Monitor the performance management of staff within the Zone

- Coordinate the staff performance management program
- Plan and facilitate training sessions on the tools and importance of employee performance in an organization.
- Adhere to WVI standard Performance Management timelines and submit Performance Objectives, mid-term reviews and end of the year appraisal reports to P&C Director.

Management of staff information

- Monitor, up-date and manage all staff records and provide accurate HR information for management decision making.
- Keep an efficient filing system and verify periodically accuracy of staff information on personal files.
- Ensure employee files are accurate and well managed and always kept under lock and key.
- Track staff movement in regards to absence, sickness and annual vacation.
- Lead and facilitate audit recommendations for continuous process improvement.

Management of the staff well being

- ~~Support staff welfare and social activities in the Zone.~~
- Support staff welfare and social activities in the Zone.
- Handle staff grievances and disciplinary issues
- Support the implementation of Employee Engagement activities as per the Our Voice Action Plan

Reporting

- Prepare a monthly report of detailing achievements, challenges, and plans as per established division report writing guidelines.

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:

- Bachelor's Degree in Business Administration with Human Resources
- Minimum of 3-4 years continuous experience in Human Resources in a non-profit organization with similar capacity.
- Must have computer knowledge (MS word, Excel etc.).
- Requires ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Must have experience working in a development relief setting and have ability to communicate effectively in writing and orally English.
- Must have good interpersonal and communication skills both orally and in writing and must have the ability to work with minimum supervision.
- Must have a love for children and demonstrate patience, tolerance, problem solving, open-mindedness and interest in social justice.
- Basic written / speaking English strongly preferred
- Local language as first language strongly preferred

Working Environment / Conditions:

- Work environment: 85%
- Competitive benefits, including health insurance

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**

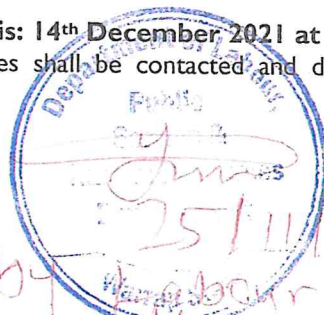
Qualified female candidates are strongly encouraged to apply.

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

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices.

Closing date for receiving applications is: 14th December 2021 at 5:00pm.

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



Approved by
Department office