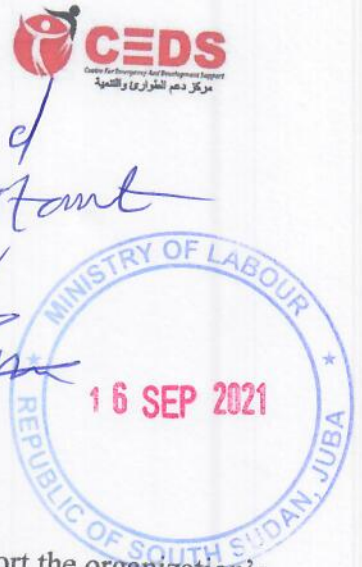


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Approved
by Assistant
Inspector



Advertisement: Roving Human Resource Manager

CEDS is looking to recruit **Roving Human Resource Manager** to support the organization's HR management functions.

Posting Title:	Roving Human Resource Manager
Reporting Department/Office:	Head of corporate office – South Sudan
Duty Station:	Juba
Posting Period:	16th September 2021
Closing Date:	5th October 2021

Background

Centre for Emergency and Development Support (CEDS) is a National NGO registered by the relief and rehabilitation commission (RCC) in South Sudan. Since 2005, we generous contributions from donors and other agencies, we have been partnering with communities and other stakeholders to achieve a poverty free society that is socially and economically self-reliant and conscious about basic human rights and dignity. CEDS is currently implementing humanitarian projects in Northern Bahr El Ghazal, Western Bahr El Ghazal, Warrap and Lakes States of South Sudan. We focus on different sectors including WASH, Food Security and Livelihoods, Health, Gender based Violence and Education among others.

Main job purpose

To provide a full and professional HR service working with senior leadership, line managers and staff in the development of a performance management culture and the delivery of business goals. As a key member of the **Corporate office team**, you will join a dynamic and experienced group of professionals and lead and support the **HR functions across CEDS field offices** as well as in the day-to-day running of the Juba corporate office, ultimately influencing the overall success of CEDS. You will play an integral role in the success of HR.





Main responsibilities

HR Management

- Lead and monitor efforts to establish HR systems that ensure an organizational culture that reflects our values & promotes accountability
- Helps establish, maintain, and improve active and regular working relationships with government authorities including labour office, partners and our service providers (contractors, consultants and laborers).
- Manage recruitment, providing advice and support to line managers on job descriptions, advertisements, right to work eligibility and appointment.
- Support new staff orientation, develop offer letters and contracts of employment for new colleagues and explain employee benefits.
- Undertake ad hoc recruitment activities as and when required e.g., by initial screening of applicants or attending interviews.
- Provide mediation between conflicting parties when appropriate and work closely with managers and colleagues to resolve employment issues.
- Schedule and undertake exit interviews, when required.
- Effectively deal and manage HR queries, managing expectations.
- Provide support and advice to ensure HR policies, processes and policies are understood.
- Supporting all line managers on a range of HR issues in compliance with CEDS policies and procedures and employment legislation.
- In conjunction with **Juba corporate office** team develop, review and update HR policies and procedures, ensuring these are in line with the current legislation and best practice.
- Inform employees of their rights and entitlements and keep them up to date on any changes that are made.
- Handling workplace investigations, disciplinary and termination procedures.
- Training, counseling and coaching our staff.

Policies and Procedures:

- Lead HR function to ensure that counsel and support are provided to managers, staff, consultants contractors and any other person engaged by CEDS to ensure accurate application of policies and procedures and code of conduct related matters
- In collaboration with the line Manager and the **Juba corporate office** team assess, evaluate, and recommend and participate in review of all HR policies, procedures, and manuals in compliance with local statutory requirements
- Oversee appropriate implementation of personnel files and HR documentation, ensuring all personnel files are complete, maintained, and secured.

Employee Relations

- Build a strong business relationship with internal clients.
- Provide management with guidance on employment law, ensuring that any employment terms, documentation, and practices are up to date and in line with CEDS HR policies, procedures and best practice.

- Act as the first line of contact in Human Resources for any employee relations issues for your designated business areas
- Support, develop and coach people managers to manage employee relations issues in accordance with organizational policies and procedures

Performance Management

- Advise and coach managers in employee management 'best practice'.
- Advise managers in the use of the performance management process to facilitate high performance and personal development, and effectively address any issues of poor performance.

Compensation & Benefits Management

- Carry out market reviews of terms and conditions to inform salary & benefits
- Provide management guidance on terms & conditions and changes
- Support managers with salary reviews and salary budgets
- Ensure compliance with applicable tax authorities
- Work with the finance colleagues to implement monthly payrolls, as applicable.



Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree or Diploma in Human Resources, Business Administration, or related field required.
- A minimum of 2 years of human resource management experience preferred. Three or more years desirable

How to submit your application:

If you are qualified and are interested to apply for the position, please send copies of your following documents (STRICTLY only scanned copies sent via E-mail are acceptable) to: hr@cedss.org, copy compliance.manager@cedss.org

- a. Job Application Letter
- b. An up-to-date CV (maximum 3 pages)
- c. Evidence of academic qualifications (attach scanned copies of certificates)
- d. National ID Card
- e. Birth Certificate/Age Assessment

Female candidates are strongly encouraged to apply.

NB: Due to the urgency of the position, applications will be reviewed as received and the position may be filled before the deadline.

