



Advertisement for Human Resources & Administration (HR&A) Manager, Norwegian People's Aid (NPA), South Sudan

NPA is looking for a dynamic and experienced HR&A Manager with a proven record of achievement in Staff Management, Leadership and implementing Change at a senior level. Based in Juba and reporting directly to the Country Director (CD), the HR&A Manager will have overall responsibility for managing the HR and Administration operations in the South Sudan Country Programme.

Background

NPA has been involved in humanitarian and development work in South Sudan since 1986 and the Country Programme remains one of NPA's largest and most complex globally. From the Country Office in Juba and a network of sub-offices throughout the country NPA runs multi-sector programmes in emergency relief and long-term development, primarily delivered in cooperation with local partners.

Responsibilities

The key duties and responsibilities of the position include:

- Manage and build capacity within the HR&A team.
- Be a proactive member of the Country Management Team, taking ownership, offering valued support to managerial colleagues and developing clearer ways of working.
- Planned and on time recruitment and staffing.
- Identification, development and implementation of change management initiatives, including staffing restructures.
- Strengthening of weak performance management systems, including staff appraisals, learning and development and talent management.
- Ensuring ongoing compliance with regulatory frameworks, both NPA's and those of the South Sudanese authorities.
- Development, documentation and implementation of HR issues in line with NPA's Global policies.
- Enhancing Employee and Staff Union relations.
- Clear and consistent compensation and benefits administration.
- The promotion of Employee welfare and health initiatives.
- Play an active role in the future development of the NPA's South Sudan Country Programme as part of the Senior Management Team.
- Provide regular HR analysis and reporting to the Country Director and Senior Management Team.
- Support and work closely with other managers to ensure adherence to NPA policies in HR and Administration activities.
- Build improved relationships with relevant government authorities and other local stakeholders on HR and administrative issues.
- Other duties as assigned by the CD.

Required Qualifications:

- Bachelor's degree in HR management, business administration or a similar and/or relevant management field.
- A minimum of 5 years work experience at a managerial level, having led teams in the field of HR management and administration in an international NGO/international organisation or similar.
- South Sudanese National.

Personal Competencies:

- Excellent interpersonal skills and the ability to work as part of a close knit team in a multi-cultural/multi-national setting.
- First rate leadership and staff management skills.
- Excellent interpersonal skills including tact, diplomacy, discretion and impartiality.
- The ability to work under pressure and effectively prioritise.
- Strong analytical and problem solving skills.
- Excellent organisational skills with a proven track record of identifying, developing and implementing change management initiatives linked to HR systems, procedures and tools.
- First rate analytical and problem solving skills with the ability to handle complex people management issues.
- Good information management, planning and networking skills.
- Excellent communications skills, both written and oral, in English.
- Good health and the willingness and ability to regularly travel to field locations.

In return, NPA offers a competitive salary, a comprehensive set of benefits and an opportunity to develop your career.

If you therefore meet the criteria mentioned above, **please send a cover letter (maximum 1 page of A4) and your CV as one document in Microsoft Word format addressed to the Country Director at the following e-mail address:**

HRApp983@npaid.org

Alternatively, hardcopy applications can be dropped off in sealed envelopes marked for the attention of the Country Director at Reception at NPA's Country Office on Martyr Street in Juba (opposite UNICEF) between 9 am and 4 pm on weekdays.

Closing date for applications is 12 pm on Friday, 2nd August, 2019. Any applications received after this deadline (either electronically or in hardcopy) will not be considered. First interviews will take place week commencing 5th August 2019.

Due to an expected high volume of applications, only shortlisted candidates will be contacted. One of NPA's overall objectives is to promote gender equality in our organisation, and female candidates are therefore encouraged to apply!

For more information about NPA, please see NPA's website at www.npaid.org/www.folkehjelp.no or check us out on Facebook or Twitter