



HR & People Lead | South Sudan Program

Based in Juba – frequent travel to the field

Hello Hello! Alight is recruiting an HR & People Lead for our program in South Sudan. You're interested in joining us? Welcome, we're happy you're here!

If you join us, you will find...

A team with **deep experience in co-designing solutions** that create new value around the world. We know we need to always be better, and we believe in the power and **abundance of everyday people**, everywhere, to change the world with us.

A culture of **radical accountability** to our customers –as we help build a meaningful life for and with the displaced, we ask them what they want and then deliver on it.

An organization that refuses to settle for anything less than delivering **human-worthy services**.

Role

Alight South Sudan is seeking a visionary leader to serve as its next HR & People Lead. This new role will bring to Alight South Sudan an exceptional level of professionalism in all things human resources, establishing vital policies, procedures, and processes in line with South Sudan Labor Law, and Alight Global People and Culture best practices. The HR & People Lead, in his/her capacity, will be accountable for the provision of effective HR services and strategy direction for the Country Office.

The selected candidate will have an admired ability to lead human resources in a way that fully embodies Alight's core values and contributes to a culture of accountability, collaboration, and collective and individual responsibility. The Head of Human Resources is a member of the Country Senior Management Team (SMT) and will be expected to move quickly in re-imagining how the human resources unit contributes to the overall success of the country program and its promise to the people we serve. This is an opportunity for the right leader to strengthen the core human resources unit in the country office, based in Juba, while re-imagining how to develop human resources offices and staff in each of the four states where Alight South Sudan works. This key position is a trusted partner with the Country Director in ensuring ethical, legal, and equitable human resource deliver for approximately 200 staff and Volunteers of Aligh

Head of HR JD



South Sudan.

Reports to: Country Director

Supervises: HR Assistant and provides support to HR team in the field site.

Status : Fulltime

Start Date: As soon as possible

Key Areas of Accountability

HR strategy and leadership

- Lead and monitor efforts to establish HR systems that ensure an organizational culture that reflects our values, promotes accountability and high performance, encourages a team culture of learning, creativity, and innovation, and frees up our people to deliver outstanding results for vulnerable people and excellent customer service for our partners and donors
- Lead in design and implementation of organizational structure that is consistent with Alight practices and supports exceptional program delivery
- Helps establish, maintain, and improve active and regular working relationships with: host government authorities including labor office, partners and our service providers (contractors, consultants and laborers)
- Ensure that the South Sudan Country programme complies with all Standard Operating Procedures of HR best practices and in accordance with South Sudan Labor Law, liaising with the Alight South Sudan Labor Attorney as appropriate and other relevant government entities
- Assess current HR strategy and work closely with the SMT to contribute to strategic plan for professional development, capacity building and staff professional opportunities, and country program staffing plans

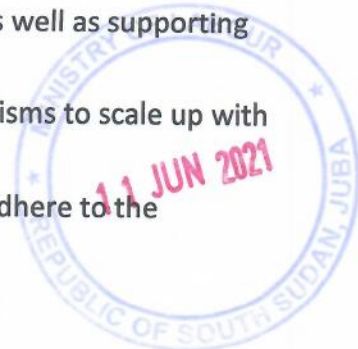
Policies and Procedures:

- Lead HR function to ensure that counsel and support are provided to managers and staff to ensure accurate application of policies and procedures and code of conduct related matters
- Assess, evaluate, and evolve all HR policies, procedures, and manuals in compliance with Government of South Sudan legal requirements and Alight Global requirements
- Oversee appropriate implementation of personnel files and HR documentation, ensuring all personal files are complete, maintained, and secured

Head of HR JD



- Establish appropriate and adequate HR procedures that are detailed in the Country Office Plans to support rapid scale up in emergency situations, as well as supporting current programme needs
- Envision and facilitate in-country, fast-track deployment mechanisms to scale up with qualified technical personnel during emergency response
- Ensure that staff, volunteers, and contractors are aware of and adhere to the Safeguarding and Code of Conduct Policies



Strategic Human Resources Planning:

- Design and manage staffing strategies that allows the organization to acquire and retain qualified workforce capable of meeting organizational challenges lifesaving humanitarian action and development response
- Work closely with SMT colleagues to ensure that adequate HR inputs are provided and incorporated during development and implementation of all projects/programs
- Lead long-term personnel forecasting & HR planning for the organization, in collaboration with the Country Director and SMT members
- Design and implement an innovative performance management and succession planning system to provide a foundation for staff growth, development, and opportunity whilst strengthening program quality and delivery.
- Design and implement emergency HR procedures that are transparent and clear as part of Alight South Sudan's Emergency Preparedness Plan to facilitate rapid scale up during crises

Staff Recruitment and Retention:

- Lead transparent and trusted recruitment, retention and succession staffing approach that includes designing a formal orientation programme; transparent and trusted compensation and performance management systems; and champion career development for staff to provide pathway of opportunity for growth and promotion
- Lead assessment and evaluation of current compensation and benefits packages for South Sudan staff and provide recommendation for strengthening both within donor compliance and budget availability
- Lead organizational review and strengthen position descriptions to ensure positions reflect program needs as well as Alight values; ensure annual review schedule to align with staffing strategy and program needs
- Collaborate with Alight South Sudan Labor Attorney to ensure in-depth review of employment contracts terms, conditions and practices are fair, consistent, and compliant with South Sudan Labor Law.
- Establish policies and procedures for staff contracts in consultation with, and legal approval of Alight South Sudan's Labor Attorney



Performance Management and Staff Development:

- Ensure a robust induction on all policies and procedures for all staff, visitors, and consultants is implemented, with a bi-annual review of all systems, processes, policies, and procedures
- Lead the implementation and maintenance of annual performance management system, with clear benchmarks, that is in alignment with organizational values and needs, with manager accountability if system is not implemented
- Design and implement a performance management system that includes continual performance feedback throughout year, with annual performance reviews mandatory, lead trainings and counsel managers on effective implementation of performance management
- Analyze on an on-going basis organizational staffing profile and needs and, in conjunction with senior managers, advising on job holder competencies and skills in light of changing contexts and content
- Provide guidance on staff capacity building, establish, and oversee annual capacity building program, and offering expert facilitation of in-house training programs such as performance management workshops, exchange visits and orientation programme
- Ensure staff access to HR guidance on individual development opportunities arising from performance review feedback and personal career development interests
- Monitor and advise on disciplinary matters in accordance with established policies and procedures and South Sudan Labor Law
- Establish and reinforce staff complaint mechanism system that instills staff confidence through ensuring fair, transparent, confidential, and independent investigation processes
- Mediate conflict, grievances, and other complaints in accordance with HR policies and procedures and withing South Sudan Labor Law.

Staff Management, Mentorship, and Development – Human Resources:

- Ensure appropriate staffing within Human Resources to support Sudan programme in the field, assessing capacity of all HR staff and strengthen field-based services
- Ensure that all HR staff understand and are qualified to perform staff roles
- Lead HR team in the Juba country office and establish senior managers in all field locations, with clearly defined expectations through providing the leadership and technical support needed; mentor and coach direct reports through a train-the-trainer approach that reinforces their ability to train their staffs
- Design a formal recruitment and training approach that prepares staff and provides a pathway for staff promotion and/or movement within the country program to provide opportunity and strengthen retention
- Incorporate staff development strategies and Performance Management Systems into team-building process; establish result-based system that includes a matrix for

Head of HR JD



Qualifications

You strive for...

- Humility. You learn from others and lead with an open heart and open mind, absent of ego and judgement.
- Inclusivity. Our diversity is our strength. You value diversity of opinion and thought. You invite all voices to the table regardless of gender, ethnicity/tribe, sexual orientation, or physical/mental ability.
- Empathy. You know how to really hear other people and understand their meaning.
- Joy. Seriously! We believe that play and joy are core to co-creating value with customers.
- Flexibility. We're constantly designing and iterating. You'll be working in ambiguity always – embrace it and see the possibility that it allows. The ability to roll with it will make that easier.
- Creativity. You have the ability to apply sound judgment and innovative ideas to meet challenges presented.

We're also looking for the following technical competencies:

- Extensive, specialized HR education and experience (minimum 7 years, 10-12 years preferred) in a conflict or post-conflict setting with fragile public structures
- Experience in a breadth of HR competencies including change management, systems development, talent and performance management, and employee recognition and staff development, and strengthening employee relations through transparent communication and fair employee policies, benefits, and salary structures
- A proven track record in leading staff-focused, results-oriented HR teams with a strong customer and quality orientation
- Credibility and a high degree of professionalism with an ability to influence, challenge, and negotiate at high levels to build country-level capacity in human resources management
- A clear and proven commitment to personal and professional development of staff
- True self-starter who takes initiative and drives efforts forward with little, to no daily oversight and a high degree of comfort with ambiguity and working in a fluid country context
- Experience working in, and demonstrate comfort with a fast paced, changing environment with skill and ability to balancing a drive for results while remaining human centered

Alight

We are on a journey to build Alight, a new platform of amazing people and organizations providing lifesaving services and creating breakthrough solutions for and with the displaced.

WeAreAlight.org

Head of HR JD



HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Goshen House 2nd Floor Ministry Road, Kololo, Juba.**

Applications can also be submitted to the following email address:

recruitmentss@WEAREALIGHT.ORG

Please note that Alight retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.

The Deadline for receiving applications is June 30th, 2021 at 5:00 pm local time.

