

**CRADA Complex, Hai Tongpiny Na Bari Adjacent to Finn Church Aid (FCA), next to Danish Church Aid (DCA)**

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**Human Resource Manager**

**Location: Juba**

**Posted: 21st April, 2021**

**Closing: 12th May, 2021**

**Reporting to: Program Director**

**Background**

The CRADA is present in South Sudan supporting health and nutrition, WASH, child protection access to just and rule of law and human right, FSL and TB and HIV control program.

**About the job**

Human Resource Manager is a senior position with a country focus and ensures compliance to CRADA procedures and guidelines within South Sudan. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing activities with country scope.

* Functions as a specialist in Human Resources department
* Provide overall advice, coordination, and support to Human Resources staff in the country
* Ensure efficient support to the program in accordance with existing CRADA policies and procedures

**Duties and Responsibilities**

**Responsibilities:**

**Recruitment, development and people planning**

* Drive and support recruitment and selection activities ensuring compliance with recruitment process
* Work with senior management team and senior staff on new staff retention strategies and initiatives
* Ensure proper onboarding process for new staff in regional office
* Ensure oversight and consistency in position titles and grades, across all field locations
* Support staff development activities including promoting the CRADA Learning Catalogue.

**Performance, well-being and compensations & benefits**

* Proactively respond to and manage performance counselling, employee grievances and disciplinary issues as required, with a focus on building manager competency and ensuring that documentation is kept
* Lead the performance management process
* Act as an impartial mediator in disciplinary procedures and ensure it is administered in an equitable and fair manner and meets all legal and labor regulations and requirements
* Lead people well-being initiatives
* Define and review salary structure in partnership with the Senior Management team and coordinate annual compensation review process and compensation adjustments

**Human Resources Policies and Support**

* Maintain and update Staff Human Resources Handbooks as necessary
* Proactively pursue continuous process improvement in Human Resources related practices in order to enhance the quality and efficiency of output/delivery
* Work closely with state and field team to share information and provide support as required
* Support implementation of global HR policies and other HR projects in collaboration with senior management team

**About the applicant**

To be successful in this role we expect you to have

***Skills and Abilities -***

* Possesses strong work ethic.
* Excellent organizational skills with a strong attention to details
* Demonstrated experience in supporting organizational effectiveness, staff development, and fair and consistent performance management practices promoting positive employee relations and organizational culture.
* Demonstrated leadership in the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
* In-depth knowledge of labor law and HR best practices
* Excellent judgment and emotional intelligence including negotiation, mediation, and conflict resolution skills.
* Ability to consult with staff and adapt practices and processes to address the varied needs and concerns of individuals working remotely, and managers who have remote and in-office staff
* Strong interpersonal ability to build trust and goodwill with staff and senior management.
* Strong ability to prioritize, manage projects, work autonomously as well as in teams

**Experience and technical competencies:**

* Minimum 5 years' working experience in Human Resources, preferably with at least 2 years in a senior Human Resources role within an NGO preferable in a regional position
* Demonstrated understanding and working knowledge/experience of Human Resources Management principles, concepts & processes
* Extensive knowledge on local labor laws within the region
* Excellent skills in handling and advising on complex people management issues
* Experience in developing Human Resources strategies and policies, and driving implementation
* Experience using an online system for recruitments and extensive experience working with ERP systems

**Education**:

* Master's degree in Human Resource Management, Business, or Social Science Degree specializing in Human Resources

**Languages:**

* Full professional proficiency in English
* Arabic (preferred)

**Context related skills, knowledge and experience**:

* Previous experience from working in complex and volatile contexts
* Focused, output driven and able to meet deadlines on a regular basis.
* Personable, professional with high levels of probity and integrity
* Strong team work and influencing skills, the ability to work with other departments to achieve objectives within tight time frames.

2. Behavioral competencies:

* Handling insecure environments
* Managing resources to optimize results
* Empowering and building trust
* Managing performance and development
* Planning and delivering results.

In this position, you are expected to demonstrate the following competencies:

* **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
* **Collaborating:** You involve relevant parties and encourage feedback.
* **Taking the lead:** You take ownership and initiative while aiming for innovation.
* **Communicating:** You listen and speak effectively and honestly.
* **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to CRADA’s values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

**Standard of Professional Conduct**

CRADA employees are required to abide by the values and principles outlined in the CRADA Code of Conduct which are Integrity, Service, and Accountability. In accordance with these values, CRADA operates and implements policies on Beneficiary Protection from Exploitation and Sexual Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons.

**Diversity, Inclusion and Gender Equality**

CRADA acknowledges and honors the fundamental value and dignity of all individuals. We are an Equal Opportunity Employer and consider all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status or disability. CRADA is also committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other encouraging benefits.

**Terms and Conditions**

The successful candidate will be contracted for a period of 6 months, with the possibility of extension, depending on satisfactory performance and continued funding availability.

**How to Apply**

All interested applicants are encouraged to apply via CRADA Human Resource Email [hr.crada@gmail.com](mailto:hr.crada@gmail.com), and copy to [crada\_sudan2003@yahoo.co.uk](mailto:crada_sudan2003@yahoo.co.uk), or by hand delivery to CRADA offices in Tongpiny by sending resume and cover letter.

CRADA is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. Female applicants are encouraged to apply.

**NB: with the nature of this position, applications selection, shortlisting and interviews are conducted as we receive application on first come basis**