Women Agency for Resilience and Transformation
Juba na Bari Residential Area, Plot No. (129), Block No: IV 3rd Class
Next to Turkish Embassy, Juba-South Sudan
Tel: +211 921241836
E: info.wartssd@gmail.com W: https://wart-ssd.org

VACANCY ANNOUNCEMENT

WART/VACANCY NUMBER JUBA/2026/01-HRO

POSITION TITLE: Human Resource and Admin Manager
DUTY STATION: JUBA (South Sudan)
REPORTING TO: Executive Director.
Duration: 6 Months
STATUS: FULL TIME
OPENINIG DATE: 15/10/2026

COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a national women-led organization established in 2017 by South Sudanese women with the vision of creating a resilient society free from hunger and violence against women and children. WART is fully registered under the Relief and Rehabilitation Commission (RRC) in accordance with the NGO Act of 2016.
From its inception, WART has focused on **gender equality, protection, and women's empowerment** supporting women and girls to overcome the impacts of conflict, poverty, and gender-based violence (GBV). The organization delivers life-saving protection services including GBV prevention and response, child protection, psychosocial support, and access to justice, peacebuilding, food security and livelihoods, health and nutrition, education, and WASH interventions in **Central Equatoria, Eastern Equatoria, Unity, Jonglei, Upper Nile and Northern Bahr el Ghazal States**, with its headquarters in **Juba.**

The purpose of the position:

The HR and Administration Manager ensures effective management of human resources and administrative functions at both HQ and field level. The role oversees staffing, policies, and office operations in compliance with national labour laws, donor requirements, and WART policies, while promoting staff welfare, accountability, and a positive work environment aligned with the organization's mission and values.

KEY RESPONSIBILITIES

1. **Human Resource Management**

- Lead and manage all day-to-day human resource functions of WART at both Headquarters and Field Offices.

Approved by Executive Director 15/10/2026

- Develop, review, and implement HR policies, procedures, and guidelines in line with WART's mission, national labour laws, donor requirements, and international protocols.
- Promote a positive, inclusive, and motivating work environment that attracts, develops, and retains a productive workforce.
- Clearly define and communicate the rights, obligations, roles, and responsibilities of both employer and employees.
- Ensure equal, fair, and non-discriminatory treatment of all staff in compliance with labour laws and organizational policies.
- Provide staff with accessible and user-friendly information regarding their employment terms and conditions.

2. **Recruitment and Staffing;**

- Manage the full recruitment cycle, including job advertisements, longlisting , shortlisting, interviews, selection, and onboarding.
- Coordinate preparation of interview packs, scheduling of interviews, communication with candidates, and issuance of regret letters.
- Prepare and manage staff contracts, extensions, renewals, and terminations in compliance with organizational policies and labour laws.
- Support onboarding and orientation of new staff on WART's mission, values, policies, and procedures.

3. **Staff Records and HR Information Management;**

- Maintain accurate, complete, and up-to-date staff personnel files (both physical and electronic) in line with data protection standards.
- Maintain and regularly update the staff database.
- Ensure all HR documentation is properly filed, archived, and audit-ready.
- Ensure a clear and transparent paper trail for all HR-related processes.

4. **Performance and Staff Welfare;**

- Support performance management processes, including probation reviews, performance appraisals, and staff development plans.
- Manage staff attendance, leave tracking, and timesheets (annual, sick, maternity, paternity, R&R, bereavement, etc.).
- Monitor staff attendance records and prepare monthly timesheets.
- Lead staff welfare initiatives to promote a conducive and supportive working environment.
- Act as the focal point for staff welfare, grievances, and disciplinary matters, escalating issues as necessary.

5. **Payroll, Compliance, and Legal Support;**

- Prepare monthly payrolls and ensure timely submission of statutory deductions and government taxes.
- Communicate relevant government circulars to staff, including public holidays, tax updates, and security advisories.

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- Support expatriate staff with legal and administrative requirements such as work permits, visas, alien registration, travel authorizations, TIN numbers, and certificates of good conduct.
- Coordinate registration and renewal of WART's legal status at HQ and Field Office levels.

6. **Administration and Office Management;**

- Oversee day-to-day administrative operations at HQ and Field Offices.
- Manage office assets, supplies, and inventory, ensuring proper tracking and documentation.
- Coordinate staff travel arrangements, accommodation, and related logistics for field and international travel.
- Support the organization of meetings, workshops, and trainings, including logistical arrangements and minute-taking where required.
- Liaise with service providers (landlords, utilities, security firms, cleaners) to ensure smooth office operations.

7. **Coordination, Communication, and Reporting;**

- Work closely with Finance, Programs, and Operations teams to support effective project implementation.
- Maintain regular communication with the Executive Director on all HR and administrative matters.
- Ensure staff are informed of HR procedures and provide guidance, coaching, and support on HR-related issues.
- Support preparation of HR-related reports for management, donors, and audits.

8. **Quality Assurance and Compliance**

- Ensure strict adherence to WART HR policies, standard operating procedures, and donor requirements.
- Promote use of standardized HR formats, tools, and guidelines across the organization.
- Ensure all HR and administrative systems support accountability, transparency, and organizational effectiveness.

9. **Other Duties**

- Perform any other duties as assigned by the Line Manager in line with the role.

Personal Attributes

- Strong leadership and interpersonal skills.
- Excellent communication and organizational representation skills.
- Strong reporting and documentation abilities.
- Innovative, proactive, and motivational approach to work.
- High level of integrity, confidentiality, and professionalism.
- Strong analytical, planning, and time-management skills.
- Ability to work effectively under pressure and manage multiple priorities.

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REQUIRED QUALIFICATIONS

- **Degree or Diploma** in **Human Resource Management, Business Administration**, or a related field.
- Minimum of **3 years** relevant experience in HR and Administration, preferably in humanitarian or development organizations in South Sudan.
- **South Sudanese** national with proven experience working in the South Sudan context.
- Strong understanding of **South Sudan Labour Laws** and ability to apply them in HR management.
- Ability to work independently under minimal supervision in hardship and insecure environments.
- Computer literate with proficiency in **Microsoft Word, Excel, Outlook,** and **PowerPoint**.
- Strong teamwork, communication, and interpersonal skills.
- Fluent in written and **spoken English;** knowledge of Arabic is an added advantage.

PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com no later than **2St November 2026 at 5.00 pm** local time.

This is a national position and only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

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