

To world vision
Approved by Director of Labour BIK
but all the conditions must apply they will apply
through the Labour Office



World Vision

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: People & Culture (HR) Coordinator
Reporting to: Senior P&C Manager
Location: Malakal, Greater Upper Nile Zone
Availability: As soon as possible

Purpose of the position:

To provide technical support in human resource management issues for the Zonal Office including recruitment, selection, employee relations, staff development, career management & employee welfare. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

Key Responsibilities

Manage the recruitment and staffing in the Zone

- Compile the Annual staffing plans for the Zone
- Prepare monthly recruitment plans in line with the annual recruitment plans
- Manage the recruitment in coordination with the ZPM
- Oversee the induction and orientation process for new staff
- Managing and tracking staff probationary period

Implementation of HR policies, systems, processes and standards

- Responsible for the dissemination/Communication of HR policies, practices, procedures and standards to the staff and management.

Ensures that HR standards and processes are adhered to by all staff Coordination of external government relations

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- Develop and maintain strong working relationships with the line government institutions such as Labor authorities, RRC and etc, church and community leaders, and other authorities in Upper Nile Zone.
- Liaise with government officials and line ministries to set appointment schedules for WVSS VIP visits.
- Maintains updated contacts of key government officials for easy coordination.
- Key contact person of all correspondences with top government officials and closely follows up on action points on meetings.
- Responsible for processing the required key registrations with the government.

Management of the staff well being

- In consultation with the Director People & Culture, support staff care, wellbeing and social activities in World Vision South Sudan
- Coordinates the staff Peer supporters and the staff care activities.
- In consultation with the P&C Director, ensures that staff grievances and disciplinary issues are resolved/handled expeditiously.
- Support the P&C field teams coordinating the implementation of Employee Engagement activities as per the Our Voice Action Plan.
- Overseeing employees' Medical and Life Insurance
- Responsible for management of the operations of the Insurance services with the service providers.
- Ensuring that all staff are covered under both medical insurance and life insurance as soon as they join.
- Management and coordinating the emergency cases that need special attention.
- Coordinating the death benefits between the beneficiaries and the Insurance service provider.

Management of Our People (HR Information) system

- Ensures staff records in our people system is up to date
- Produces and shares relevant OP reports for management decision making.
- Ensures that all staff complete and submit their LDRs
- Tracks the leave management process

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in Business Administration with Human Resources with minimum of 4-6 years' experience in a senior Human Resources role in a busy non-profit organization.
- Knowledge in managing P&C/HR Operations
- Knowledge of humanitarian principles preferred.
- Must demonstrate patience, tolerance, problem solving, open-mindedness and interest in social justice.
- Works independently with minimum supervision.
- Work environment: Ability to adapt and work in physical hardship conditions e.g., difficult terrain (muddy conditions in rainy season), extremely hot weather, mostly travels on both land river.



- Excellent communication skills in English and basic Arabic strongly preferred.
- Mature in faith.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are Strongly encouraged to apply.

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of **World Vision offices.**

Closing date for receiving applications is: 1st February 2021 at 5:00pm.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

