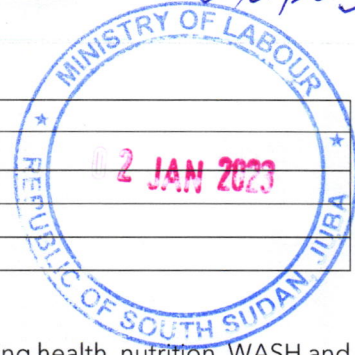




## JOB ADVERTISEMENT

SO.H-3  
Approved by  
S/Inspector of Labour  
SMD  
21/01/2023



Job Title:	<b>Human Resource Manager</b>
Location:	<b>Juba, with travel to field offices</b>
Reports to:	<b>Country Director</b>
Posting Date	<b>04-Jan-2022</b>
Closing Date	<b>23-Jan-2023</b>

### Background

GOAL has had a presence in South Sudan since 1985 and is currently running health, nutrition, WASH and livelihoods programmes across three states and one administrative area. GOAL is currently directly implementing programmes in Central Equatoria (Kajo-Keji county), Upper Nile (Ulang, Nassir and Renk counties), in Warrap state (Twic county), and in Abyei Administrative Area. GOAL also works in consortia and partnerships with other national and international agencies to expand our reach and impact. GOAL is committed to the localization agenda and all interventions are carried out in coordination with the relevant local authorities and line ministries. The GOAL programme is a mix of humanitarian emergency response and longer-term development strategies.

Current donors include Irish Aid, ECHO, USAID, SSHF/UNOCHA, Bank of Ireland, Electric Aid, and UN agencies; WFP, WHO and UNICEF.

### Job purpose:

Reporting to the Country Director, this post sits on the Senior Management Team (SMT) and will contribute to the design and delivery of staff development strategies and the management of change in support of GOAL South Sudan's strategic and operational plans, providing information, advice, and services as required. The HRM oversees all human resource department activities in South Sudan including; recruitment and selection, review, update and implementation of HR policies and procedures, performance management, staff development and remuneration.

### Key Areas of Accountability/Duties

#### HR Policies, Procedures and Adherence to Best Practices

- Oversee the development, in accordance with GOAL international practices, local employment legislation and donor compliance, and implementation of the GOAL South Sudan HR handbook.
- Ensure HR policies and procedures align to HR functional areas and that programmes are in line with GOAL values and behaviors.
- Provide support to managers on employee relations and performance management, ensuring that issues are dealt with in a fair and consistent manner. This may include overseeing disciplinary and grievance procedures.
- Work with senior managers to optimize and forward plan organizational structures for maximum operational efficiency
- Ensure confidentiality and compliance is maintained throughout the HR Functions.

#### Recruitment Planning and Staff Selection:

- Ensure all recruitment is carried out in line with South Sudan Labour Law and recruitment guidelines.
- Ensure a transparent, timely and efficient recruitment process.
- Ensure Job adverts are approved by the Ministry of Labour and that vacancies are advertised through the relevant recruitment platforms such as, Reliefweb, the NGO Forum, GOAL noticeboards, government agencies, local networks and referrals.



- Shortlist, interview along with technical managers and support the selection of the best candidates as needed,
- Manage reference checks, ATSCs and job offers.
- Manage the HR orientation for all new staff.



#### **Inductions, Training and Staff Development:**

- Oversee staff inductions.
- Coordinate development of standard staff induction materials and group induction days
- Work with Budget Holders/Financial Controller to develop and seek funding for staff development, aiming to ensure staff have appropriate training to keep performance at the top level.
- Act as South Sudan focal person for the Lingos online training platforms, ensure all new staff are enrolled to the platform and complete the mandatory courses as well as other job specific courses.
- Support line managers and department heads review training needs through assessments and review of performance appraisals and work with managers to organize training, development, and mentoring initiatives to meet gaps.
- Maintain a tracking sheet to monitor training needs identified during appraisals and record all trainings completed.
- Conduct exit interviews with staff who are leaving and report to the line managers on key trends.

#### **Staff Management**

- Directly line manage Human Resource personnel based in Juba; communicating clear expectations, setting performance objectives and workplans, providing regular and timely feedback to continue their professional development.
- Provide technical management and guidance to field based staff who have HR responsibilities as part of their job description,
- Strengthen and build the capacity of the Human Resource department

#### **Performance management:**

- Support management team in the development and implementation of an effective and objective performance appraisal system
- Support management to ensure appraisals are being conducted regularly and appropriately
- Support managers and supervisors with training in objective setting and conducting staff appraisals as required
- Maintain a training database of agreed training requirements and work with line managers and supervisors to help ensure training is conducted within a reasonable timeframe.

#### **Compensation and Benefits:**

- Support the management in the review of staff compensation package
- Be the focal point for Birches salary reviews and provide recommendation on adjustments of pay when necessary to ensure competitive pay
- Monitor market conditions related to benefits to ensure national staff benefit levels are competitive
- Ensure effective management of staff social insurance, medical insurance and allowances. Process accident insurance and other staff compensation claims as needed.

#### **Personnel Administration and Documentation:**

- Prepare payroll every 15 day of the month and submit to finance for review before it's approved by the Country Director,
- Review the staff database and HR files on a frequent basis, ensuring they are maintained to the standard and kept up to date





- Ensure audit issues are addressed as per the agreed timeline
- Ensure staff contracts are kept up to date and that all staff whose contracts are not going to be renewed are informed in line with the HR handbook and country labour laws.
- Ensure that timesheets are completed monthly for all staff and confirm that all exiting staff have completed the process. Also share the timesheet tracker on 10th of every month.
- Ensure all contract terminations are appropriately documented and all monies owed / terminal benefits are paid to the departing staff member in a timely manner.
- Work with line managers and department heads to maintain leave plans for all staff, update the leave tracker on a monthly basis and share with staff for better planning to avoid gaps where 2 staff members from the same departments leaving the at same time.
- In consultation with line managers, ensure that there is cover for staff going on leave.
- Keep records in hard and soft copies of approved leave requests.
- Ensure the timely processing of new contracts, contract extensions, staff transfers, promotions, and other change of employment status.
- Manage processes related to disciplinary actions, staff exiting and termination.
- Respond to employee related queries and provide services to all HR related inquiries and requests.
- Administer and participate in the review of the organization HIV and AIDS Workplace Policy
- Liaise with the external Legal advisor on labour issues at Ministry of Labour and the Courts
- Ensure alien registration, work permits and visas are processed for all international staff and visitors. And ensure the trackers are maintained and kept updated and shared.
- Manage staff Exit Interviews and Terminal Benefits and report trends
- Represent GOAL at the Ministry of Labour as directed, ensure that all legal requirements regarding employment in South Sudan are reviewed, monitored, and implemented

#### **Safeguarding:**

- Foster an inclusive working environment which is non-threatening and safe for all. An environment that addresses safeguarding adequately in its processes and where the barriers to raise and discuss concerns about safeguarding issues are identified and where possible mitigated.

#### **Values & Behaviours:**

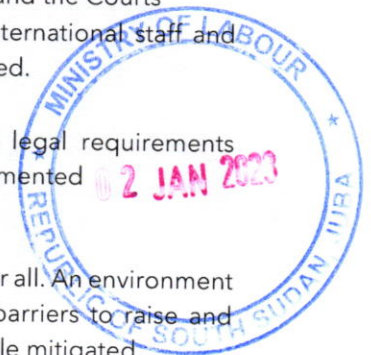
- Strong commitment to upholding and promoting GOAL's values; Respect, Integrity, Courage, Partnership and Humanitarianism.

#### **Other duties:**

- Keep track of issues relevant to HR such as the introduction of new policies.
- Network with GOAL Global HR Group/HR Managers from other INGOs to keep informed of HR-related issues.
- Ensure all staff have valid ID cards.
- Manage the HR & Admin team
- Any other tasks assigned by the line manager.

#### **Qualification & Requirement**

- Master's/Bachelor's degree in human resources, business administration, or related field.
- Minimum of 9 years of senior-level experience in Human Resource Management, out of which 5 years should be supervisory/managerial experience.
- Comprehensive knowledge of South Sudan Labour Laws.
- Fluent in English both written and spoken,
- Competent computer skills; Microsoft Word/Excel/PowerPoint/Outlook
- Excellent administration skills and strong attention to detail.
- High level of discretion and confidentiality
- Calm, analytical with diplomacy and communication skills.





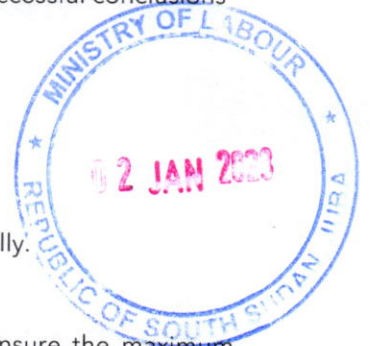
- Organized, a self-starter and an enthusiastic team player.
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions
- Ability to work at own initiative.
- Knowledge of Arabic Language
- South Sudan National.

**Desirable/Advantageous Credentials:**

- Certification in Human Resources
- Member of existing Human Resource working group in the country or globally.

**General Terms and Conditions**

- GOAL has a suite of integrity policies which have been developed to ensure the maximum protection of programme participants, children, vulnerable people and staff from exploitation. Any candidate offered a job with GOAL will be expected to adhere to these policies and employee obligations. Job offers may be subject to police clearance.
- This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.
- GOAL is an equal opportunities employer.



**Equal Opportunities**

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality. GOAL supports staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

**Suitably qualified female candidates are strongly encouraged to apply**

**Safeguarding**

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

**Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

**HOW TO APPLY**

Interested Persons who meet the qualifications, experience and skills are invited to apply online through GOAL's website at <https://www.goalglobal.org/careers/>. As recruitment of this position is being managed by GOAL HQ in Ireland it is not possible to accept hard copy applications at the GOAL office.

Note ONLY shortlisted Candidates who Meet the qualification criteria shall be contacted.



02/01/2023