



# IMA WORLD HEALTH



## IMA World Health Job Posting/Advertisement

**Job Title: HR & Admin Manager**

**Contract length: 12 Months renewable**

**About Corus:** IMA World Health/Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at <https://corusinternational.org>

**About The Job:** Human Resources/Administration Manager for IMA South Sudan Country Office based in Juba however, S/he may be required to travel to the field offices. S/he will oversee HR and administration, assuring the quality, impact and effectiveness of the IMA Juba office. The position will update and oversee the implementation of policies, procedures and systems for administration and HR. S/he will ensure that HR and Admin are in compliance with South Sudanese law and donor requirements. The HR/Admin Manager will serve as the designated expert regarding the labor laws of the RoSS. This position will directly report to the Operation Director with a dotted technical reporting to the Regional HR Manager.

**Location:** Juba Head Office

**About The Ideal Candidate:** Reporting to the Director for Finance and Administration the HR &



Admin Manager will provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative functions.

**Requirements:**

- 1. Education:** Bachelor's degree in Human Resource Management, Business Administration, or related field, MBA preferred
- 2. Work Experience:** A minimum of 7 years demonstrated experience in field Human resource preferably overseeing human resources for donor funded programs. A work history that demonstrates the ability to use analytical skills, meet deadlines, and work on multiple projects simultaneously is preferred. Candidate should have experience in developing cross-cultural materials for informational and promotional purposes

**3. Skills:**

Strong cross-cultural HR and management skills required. Strong knowledge of South Sudanese labor laws. Ability to multitask, handle pressure well, improvise, flexibility, cultural and environmental sensitivity. Ability to develop a good working relationship with local organization, other program partners and counterparts in order to contribute at the highest level to project deliverables. Good knowledge of administrative support functions including organization skills, composing business documents, compiling and Summarizing data. Ability to use word processing, database and spreadsheet software effectively. Excellent written and oral communication skills required. Fluency in English and at least one other language required. Knowledge of Microsoft Office software application programs. Ability to function independently as well as coordinate with and oversee staff in off-site locations. An energetic, organized team player with strong problem-solving abilities.

**Qualifications (Preferred):**

- Professionalism – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise; accepts responsibility for actions and learning. Arrives at work and appointments on time.
- Analytical Thinking – Builds a logical approach to address problems or opportunities; manages situations by drawing on own knowledge and experience base and calling on other references and resources as necessary
- Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.
- Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.
- Strategic Planning and Integration – Demonstrates the knowledge and capacity to foster development of a common vision. Identifies a path to meet strategic goals by developing

**Why You Should Apply:** Corus offers competitive salaries, discretionary bonuses, 100% employer paid Group Life and Group Accident insurances, lots of paid leave, generous benefits program, flexible work schedules and so much more!

**Call to action:**

**Duties and Responsibilities**



The HR & Admin Manager will have the following duties and responsibilities:

### **Strategic Human Resource Management**

- In consultation and coordination with the Country Director, Chief of Party, Program Director, Director of Admin and Finance, Operations Manager, define and lead the HR strategy aligned with Corus International Global HR strategy and develop, maintain, and support implementation of staffing plan.
- Lead the HR People strategy in the country office including: Performance Management, Engagement & Culture, Talent Planning, Compliance and Benefits
- Creating a best-in-class employee experience, with an emphasis on engagement, development, and culture for all staff.
- Work with country leadership team, operational teams, program leaders, to ensure that HR systems, including policies and procedures, are developed, continuously monitored and updated, and in accordance with local laws and defined organizational standards.
- Confer with management and supervisors to implement a workforce planning system by identifying future staffing needs, including key competencies to support the attainment of Corus policies.
- Work with senior managers to optimize organizational structure for maximum operational efficiency.
- Ensure mechanisms are in place for appropriate delegation of authority during absences of senior staff.
- Collaborate with key partners to assess and strengthen their human resources capacities.

### **Recruitment, Development, and Management**

- Ensure that Ministry of labour legal regulations and Corus policies are followed in management of staff recruitment.
- Work with hiring managers to source, recruit, and retain high quality staff aligned with organization's vision, mission, and values, both full time and part time staff as needed
- Work with management and supervisors to identify human resource needs, job specifications, job duties, qualifications and skills, team fit, and weighted criteria for evaluating candidates for open positions.
- Ensure an HR representative participates in hiring committees for all positions. Participate in final hiring decisions for all positions.
- Develop and maintain network of contacts to help identify and source qualified candidates and best advertising sources.
- Ensure appropriate reference and background checks are carried out for new hires Manage documentation for offers for new hires, working with Country Director or designee on salary recommendations. In conjunction with Country Director and hiring manager or supervisor, negotiate offers with candidates for open positions.
- Support Senior Management team in reviewing performance of Strategic Plan, identifying staff training needs, and developing action plans for staff development and ensure funds for workforce development are budgeted and utilized appropriately.
- Ensure all phases of the performance management system are implemented according to organizational guidance,
- Oversee the orientation/on-boarding system for national and assist in in-country orientation for international staff including providing the region and country-specific information for the orientation of new international staff.

### **Payroll, Compensation and Benefits**

- Perform job analysis and advise on job description development.



- Provide guidance and input to senior managers and operations development staff to ensure salaries and benefits are appropriately budgeted for.
- Regularly review national staff compensation packages to ensure that salaries and benefits are in line with legal requirements, that benefits administration is in line with best practices and are competitive and at par with market within the development industry.
- Ensure effective management of social security and insurance programs for staffs.
- Compute Monthly payrolls and ensure Finance department receives all payroll related changes in a timely manner
- Provide guidance and ensure implementation of rewards and recognition programs including merit increment and service awards.

### **Employee Relations, Activities, and Wellness**

- Assess effectiveness of current HR policies/procedures and recommend changes to improve alignment with business needs, manage risk, and remain in line with agency and local government changes.
- Advise managers on the interpretation/application of HR policies and procedures to ensure compliance with organization, donor, and local legal requirements.
- Liaise with Ministry of Labor on staff related matters
- Liaise with local legal counsel to consult on HR issues as needed.
- Consult and advise senior managers on highly confidential and complex human resources and employee relations issues.
- Support supervisors and senior staff to deal firmly and promptly with performance, discipline, and grievances issues.
- Establish an effective approach to employee relations, including staff communications, employee engagement, conflict resolution, and employee recognition and feedback programs
- Represent the organization in forums related to HR management practices, policies, and processes to stay abreast of local labor regulations and industry best practices.
- Advise management and supervisors on disciplinary action process Oversee the implementation of the staff wellbeing policy

### **Personnel Administration and Documentation**

- Ensure HR Records and employee personnel files, including pre-employment, during and post-employment records (employee contracts, job descriptions, performance evaluations, leave and benefits records, compensation and benefits plans, exit interviews) are maintained as required per Corus, donor, and local law and copied to headquarters.
- Ensure job descriptions are up to date and responsibilities and performance expectations are clearly communicated.
- Ensure monthly time sheets are completed in a timely way including effective and efficient processing and authorization of staff timesheets and leave.
- Ensure proper internal control for all human resources issues. Address HR audit issues and lead the closing of any HR Audit findings.
- Provide support field Office HR Day to day activities including recruitment matters
- Liaise with the field locations to ensure relevant documents are sent to the Juba HR office for filing and processing in a timely manner

### **Miscellanies responsibilities**

- Ensure proper leave records are maintained



- Ensure that all regular HR reports are submitted to relevant departments/officer in a timely manner.

Other relevant tasks as assigned.

**APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the South Sudan Country Office. Heran Office Complex – 3<sup>rd</sup> Floor• Hai Cinema, Juba Stadium Road • Juba • South Sudan, Deadline for submission is **Monday November 8<sup>th</sup>, 2021 by 5 pm South Sudan Local time.**

**Include Name of the position in email subject line or on the envelope clearly marked**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Canvassing will lead to automatic disqualification

**Open to South Sudanese nationals only**

