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Approved by
Inspector of Labour



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 condition 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 Specialist – L&D
- Reporting to:** People & Culture Director
- Location:** Juba
- Availability:** As soon as possible

Purpose of the position:

The People & Culture Specialist will partner with the P&C Director in providing a strategy, framework and approach to improve the capacity and leadership development of all staff and managers. She/ he will provide Change management support to line managers by reviewing strategy-structure alignment and systems and develop interventions to address gaps and promote process improvement and efficiency/quality of services. She/ he will manage National Staff Talent Development, Graduate internship and design capacity development interventions to prepare high potential national talents for managerial and leadership needs of the organization. She/ he will also provide human resources technical support in World Vision South Sudan International Assignees on employee engagement.



ROLES AND RESPONSIBILITIES:

International Assignee – Employee Engagement

- Design and arrange induction of new International Assignees into their roles and coordinate all the work permit related requirements together with the Support Services department.
- Monitor and track International Assignee staff benefits and deductions as per policies and standards.
- Oversee International Assignee accommodation.
- Engage IAs on HR policies and standards and well-being.

Employee Orientation

- Develop appropriate orientation modules and framework for all new national and international staff
- Ensure that basic orientation is given to all staff at regular intervals.

Compliance Trainings

- Ensure staff complete WV Compliance trainings on time.
- Follow up with staff to ensure 100% compliance
- P&C (HR) Staff Capacity Building
- Together with the P&C Director, identify the capacity gaps of the P&C department and staff.
- Work together with P&C Director and staff and come up with Individual Development Plan for capacity enhancement.
- Monitor the progress of development plans and report progress to P&C Director

Capacity Building & Learning and Development

- Develop comprehensive Capacity and Leadership Development strategy and approach to developing managers and leaders across WV South Sudan.
- Develop specific plans and programs for unique managerial needs (e.g. first-time managers, managers promoted to next level)
- Support P&C Director in approaches for development of Senior Leadership.
- In consultation with the line managers, do a capacity needs assessment and come up with the priority technical and soft skills needs that must be addressed through capacity building initiatives.
- In consultation with the line managers, prepare the learning and development plan and competency framework for departments and projects/ sectors.
- Oversee the L&D plans and progress and update Senior Leadership Team on progress made, challenges and way forward.

Talent development

- Together with the SL and Line manager identify the high potential National Staff for future growth.
- In consultation with the line managers, prepare a talent development plan for the



High Potentials across the organization. Access their development and growth and inform the progress to the Senior Leadership Team.

- Promote women leadership development initiatives and address and gender and equity considerations.
- Conduct Talent Development Trainings for National Staff at all levels.

Graduate Internship Program Management

- Design Graduate internship program strategy and guidelines to provide holistic development exposure to the young graduates who in turn will impact the humanitarian industry and thereby promote capacity building of South Sudan Nationals.

Women Leadership Development

- In consultation with the line managers, identify high potential women staff
- Develop a career coaching system for women talent.
- Develop a leadership development program for the women talent
- Monitor their progress and report to Senior Leadership.

Change management

- Review the organizational/ projects/ department structures and their alignment to strategy. Identify organizational gaps in structure and systems.
- Prepare systems and process improvement plan and interventions for promoting organizational efficiency and quality of service in zones and National Office.
- Identify leadership and team management grievances and in consultation with line managers, prepare interventions to address them.

Risk Management

- Identify the People & Culture (HR) related Risks and update the ERM risk register.
- Develop plan with risk mitigation interventions and implement them as appropriate.

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:

Minimum Qualification required: Bachelor Degree in (state the relevant discipline)

- Master's degree in Human Resource, Psychology, Org. Development or any relevant field
- Minimum of three years HR, Training and Leadership development/ OD experience in INGOs/ organizations.
- Experience leading diverse teams.
- Successful implementation of HR activities at a global or regional level working with multiple stakeholders, across cultures and at a range of organizational levels, and/or comparable HR experience in medium to large country programs.



- Strong track-record of training and capacity-building including provision of one-on-one coaching, designing and delivering training programs, measuring efficacy and implementing systematic improvements.
- Cross-cultural sensitivity and ability to work with a multi-cultural team and individuals at all levels within the organization, as well as with external partners.
- Must possess a highly collaborative, inclusive, consultative and resourceful work style
- Strong strategic thinking, consultancy, change management and leadership skills
- Outstanding interpersonal, presentation, verbal and written communication skills
- Excellent project management and organizational skills including creation of detailed work plans and superior time management
- Strong verbal communication skills, strong presentation, facilitation and report writing skills

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.**

Advert Duration	12th June 2024 to July 2, 2024
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/People---Culture-Specialist--L-D- JR32818

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

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

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

