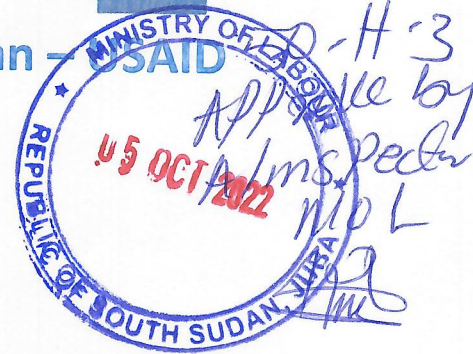


# Human Resources Manager – South Sudan – Youth Empowerment Activity



**Position Location:** Juba, South Sudan  
**Project Name:** USAID – Youth Empowerment

## EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

## EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC’s commitment and understand the importance of cultural responsiveness in today’s context.

## Project Description

The **USAID South Sudan Youth Empowerment Activity** will reach 25,000 South Sudanese youth in 13 counties across five (5) states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID-Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## Position Description

The Human Resources Manager will direct and manage the routine functions of the Human Resources (HR) department. S/he will manage recruitment, onboarding, and support to staff including hiring and interviewing staff, supporting the administration of pay, determining and managing oversight of benefits and leave, and enforcing EDC policies and practices. S/he is expected to be outstanding in relationship building, cross-functional communications, a conceptual thinker with fantastic problem solving and conflict management skills.

The HR Manager must exhibit strong decision-making skills and have experience with South Sudan local labor laws, employee relations, talent acquisition, onboarding, offboarding, training and overall personnel management in compliance with USAID regulations. The HR manager is expected to be comfortable managing grey areas and effective at creating and introducing processes and technology solutions in order to streamline and strengthen HR’s ability to be an agile partner to the organization. The HR Manager will demonstrate a high level of professionalism when dealing with sensitive and confidential documents and information, and with co-workers and EDC partners.



- Under the oversight of the Finance and Operations Director and working closely with EDC's Home Office (HO) Human Resources team, ensure that all employee relations procedures including disciplinary actions, employee counseling, dispute resolution and separation procedures are handled promptly, professionally and in compliance with EDC policy and the South Sudan labor law.
- Provide the COP with the necessary information and guidance to engage with the EDC Home Office Human Resources team on strategic decisions.
- Monitor employee relations practices and proactively coach managers and staff in effective behaviors to ensure and maintain productive employer/employee relationships
- Encourage problem-solving and support direct communication among employees and supervisors
- Skillfully address non-routine or complex employee relations or human resource policy interpretation issues that affect the operation of the organization, ensuring consistent implementation of policies and practices
- Manage processes and administration of all employment actions including recruitment, hiring, new employee orientation, performance management, capacity building activities, employment agreement drafting and renewals, disciplinary process and terminations.
- Ensure HR record keeping is accurate and up to date as per EDC guidelines; conduct frequent HR record audits with assistance from Home Office team members.
- Manage all staff benefits procurement (in conjunction with procurement team), renewals and reconciliations.
- Conduct onboarding and off-boarding meetings; orientations and exit meetings, assigning and collecting equipment, keys, phones, and other materials as appropriate.
- Track all performance evaluations to ensure timely completion, accuracy and in accordance with EDC policy and procedures.
- Keep up to date with local labor laws and support revision of project's documents and manuals to ensure EDC's compliance with the local laws. Notify project management of any changes in labor law.
- Oversee and manage the work of the Administrative Assistant

**Other Duties:**

- Participate in senior management meetings and decision-making, as necessary.
- Proactively anticipate potential or actual problems or risks, discuss with management, and submit appropriate recommendations to eliminate or minimize threats or risks.
- Assist with periodic reports as appropriate and submit inputs timely.
- Comply with project and EDC policies concerning security, HR, data privacy, the confidentiality of information, and the like.
- Perform other duties as may be assigned.

The candidate for the position of Human Resources Manager shall have at a minimum the following qualifications:

**Education:**

Master's degree with over 7years directly relevant human resources management experience in international humanitarian settings.



## Skills and Experience:

Professional role with proven ability to understand and apply a highly technical body of knowledge and applicable laws, including supervising a major area. Must be able to perform complex processes and duties with minimum supervision. Responsible for providing input on strategic initiatives.

- A minimum of 7 years of progressively responsible and directly relevant experience is required;
- HR experience with USAID or other donor-funded projects highly desired
- Excellent interpersonal skills and demonstrated capacity to work with staff at all levels in the organization and to build consensus and collaboration among program teams and with operations.
- Supervisory experience preferred;
- Experience working with key software and Microsoft office, especially MS Word and MS Excel;
- Detail-oriented and organized;
- Must be able to work within a cross cultural setting, negotiate diplomatically, and function well under pressure;
- Ability to work hands-on, independently, and within team in difficult work environment;
- Willingness to travel to states and counties covered by the project.

## Language:

Advanced proficiency in written and spoken English and Arabic. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

## Application Instructions:

**Job closing date: October 24<sup>th</sup>, 2022**

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/HRM-South-Sudan) at: <https://go.edc.org/HRM-South-Sudan> Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/Afex** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

*Applications will be progressively reviewed as they are received.*

*Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.*

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***EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.***

