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Approve by
Inspector
MOI
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CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Human Resources Manager
Department:	Human Resources
Location:	Juba
Reports to:	Country Director
Provides supervision to:	Senior Human Resources Officer

Job Summary

The Human Resources Manager, in close collaboration with the leadership team, holds a pivotal position in defining and implementing the human capital strategy for CARE's diverse programs in South Sudan. Their ability to embody CARE's vision, mission, and values, fostering a culture that reflects these principles, is essential to the role's success. The manager ensures resourcing plans align with CARE's mission, long-term strategy, and evolving needs, while contributing to a positive employee experience – a cornerstone of the Country program's success.

Strategically, the Human Resources Manager oversees effective HR practices that support the organization's goals. This includes developing and implementing strategic HR initiatives like resourcing, succession planning, and talent management. They are also responsible for a comprehensive performance management framework that motivates staff and positions the country office as an employer of choice by attracting and retaining top talent. A key aspect of this role is leading employee engagement initiatives, career development programs, and retention strategies.

The role offers a unique opportunity to work closely with the Country Director and shape CARE South Sudan's organizational culture. This ensures staff are actively engaged in achieving the organization's vision and mission. The manager will oversee the Country Office HR function, ensuring it aligns with CARE's principles of gender equality, diversity, and equity. They will also monitor the work environment to identify ways to strengthen employee belonging and recognition.

Sharing CARE's passion for attracting women to senior leadership positions and talent development, the holder will develop strategies to fulfill gender targets and create a comprehensive talent management program.



The role reports directly to the Country Director and leads a team of 2 HR professionals, managing all HR functions.



JOB RESPONSIBILITY 1: HR Planning

- Collaborate with the Country Director to develop and implement HR strategies that support CARE South Sudan's mission, vision, strategic priorities, and overall goals. This includes analyzing current and future staffing needs (skills gaps, succession planning, workforce planning) to ensure the organization has the right talent.
- Ensures that HR strategies are closely aligned with the overall goals and objectives of CARE South Sudan. This involves understanding the organization's mission, vision, and strategic priorities, and developing HR strategies that support these.
- Analyses current and future staffing needs, anticipating HR needs and develops proactive plans to address them. This includes identifying skills gaps, succession planning, and workforce planning to ensure the organization has the right talent in place to achieve its goals.
- Stays abreast of changes in the external environment (such as regulatory changes, market trends, and technological advancements) and adapts HR strategies accordingly to ensure the organization remains competitive and sustainable.
- Participates in the development of the organizational business plan, through providing input and evaluation of the HR trends and probable implications of desired actions.
- Leads on the implementation of the organization change strategy and align internal structure and systems with strategic visions.
- Benchmark best practices with other organizations and use the information to advise management to improve CARE's approaches to people issues and meeting its specific gender and diversity targets.

JOB RESPONSIBILITY 2: Talent Acquisition and Management

- Develops strategies to attract and retain top talent, which is crucial for the organization's success. This involves employer branding, creating attractive compensation and benefits packages, and fostering a positive employer brand reputation.
- Leads the HR Department in the effective and efficient management of resources and ensure that CARE S.Sudan has people management strategies that facilitate the achievement of strategic goals.
- By understanding the organization's strategic direction, the HR Manager ensures that recruitment efforts are focused on acquiring talent with the skills and competencies needed to drive the organization forward.
- Liaises with Programs management and staff to come up with the best strategies for ensuring that their departments are properly staffed in the immediate, medium, and long term.
- Develops strategies to promote diversity, equity, and inclusion (DEI) within the organization to building a diverse workforce understanding and recognizing the strategic importance of diversity and inclusion in the workforce.





JOB RESPONSIBILITY 3: Employee Relations and Engagement

- Fosters a positive work environment where employees feel valued, respected, and engaged. This contributes to higher employee morale, productivity, and retention.
- Helps to mitigate risks such as turnover, absenteeism, and legal disputes, which can impact organizational performance by proactively addressing employee relations issues.
- Plays a key role in shaping and reinforcing the organization's culture, which is critical for attracting and retaining talent and for achieving organizational goals.
- Organizes market benchmarks on salaries, benefits and conditions of service and recommends appropriate compensation strategy.
- Ensures that all routine HR Administration, including record keeping, payroll management, contracting and other legal obligations associated with an individual's employment are carried out in accordance with best practice and the laws of South Sudan.
- Provides capacity building training, support, and advice on HR related matters to CARE S.Sudan's staff so that they can engage effectively with HR Management processes.
- Develops, Implements, and monitors communication systems that promote dialogue, interaction and dissemination of information related to staff welfare.

JOB RESPONSIBILITY 4 : Performance Management, Training and Development

- Oversees the development and implementation of performance management systems,
- Ensures that performance management systems are designed to drive performance and achieve organizational goals. This includes setting clear performance expectations, providing regular feedback, and linking performance to rewards and recognition.
- Identifies high-potential employees and develops talent pipelines to fill key roles within the organization, ensuring a strong leadership pipeline and continuity of talent.
- identifies opportunities to improve organizational effectiveness and efficiency through monitoring and evaluating individual and team performance.
- Develops training and development programs to build the skills and capabilities needed to support current and future organizational needs. This includes technical skills, leadership development, and soft skills development.
- Supports career progression and enhances employee engagement and retention through providing opportunities for employee growth and development.
- Works closely with CARE programs and Projects that support women Led Organization at the country office. Map all the WLOs supported by CARE and identify gaps that require HR support.
- Develops trainings and capacity building programs aimed at promoting and enhancing WLO's capacity to be efficient and deliver women related services to the community.



JOB RESPONSIBILITY 5: Other responsibilities assigned

- Acts as one of the custodians of the gender and diversity action plan, taking forward actions to change CARE's organizational culture, initiating practical steps to improve the recruitment, retention and transform the organizational attitude furthering women within CARE SS.
- Working with the safety and security officers, create awareness of CARE's PSHEA policy and procedures across the Country program. In collaboration with the Country PSHEA focal point and leadership team, work to shape the countries safeguarding strategy.
- In addition to any other assigned to you from time to time

Qualifications (Know How) Required

Bachelor's degree in Human Resources Management; Organizational Development or in a related humanities qualification, professional membership of Chartered Institute of Personnel & Development or other HR certificating body **Plus** A postgraduate qualification in Human Resource Management is a **MUST**.

Desired

- Master's Degree in Business Administration or Human Resources Management
- Adult Training qualification as an added advantage
- A certificate in Law is desired.
- CIPD Professional Qualification is an added advantage.



Experience/Technical Skills

Experience:

- 7-10 years of HR experience, preferably within the development sector (international, regional, or national organization) and at least 4 years should be in senior HR management roles.
- Prior experience working across diverse entities or subsidiaries is a plus, but strong HR leadership in sizeable companies or divisions is mandatory.

Knowledge and Skills:

- Deep understanding of national employment law and legal requirements.
- Ability to lead on HR issues while balancing strategic and operational aspects.
- Excellent management skills with a focus on motivating diverse teams.
- Respect for local culture alongside adherence to international work ethics.





- Strong written and verbal communication, analytical, and advisory skills.
- Negotiation and influencing skills.
- Experience in: Performance Management Systems development and management, Talent Sourcing, Management, Succession Management & Planning, Organization Development and data-driven decision-making, Leadership Development, Learning & Development, and Managing Rewards & Remuneration and Workplace learning facilitation and implementation
- Agile and efficient in administration, planning, implementation, and delivering high-quality work on time.
- Proficiency in HR Management Information Systems (HRMIS) and payroll management (desired).

Personal Qualities:

- High levels of integrity, resilience, accountability, commitment, and determination

HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals. Opening Date **17th April 2024** and Closing date CARE South Sudan receiving application will be **7th May 2024**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan, or CARE Juba Head Office

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

