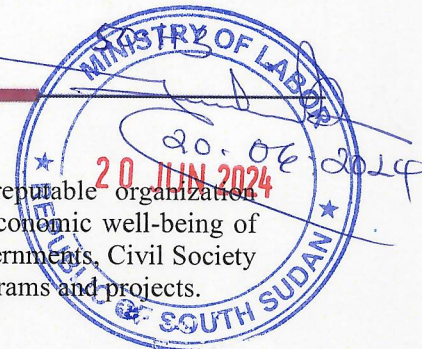




COSEDA

COMMUNITY SOCIAL AND ECONOMIC DEVELOPMENT AGENCY

Acacia Road, Gudele, Juba, South Sudan Telephone: +211926433637 Email: info@coseda.co



Community Social and Economic Development Agency (COSEDA) is a reputable organization dedicated to promoting sustainable development and improving the social and economic well-being of communities. With a focus on the African continent, COSEDA partners with governments, Civil Society Organizations, UN agencies and relevant stakeholders to implement effective programs and projects.

Our Vision

To create a self-reliant and empowered community in South Sudan, where local resources are optimally utilized to drive economic growth and improve the overall well-being of its residents.

Our Mission

COSEDA's mission is to empower communities by providing them with the necessary tools, resources, and knowledge to drive their social and economic development. By fostering partnerships and leveraging local insights, COSEDA aims to create lasting positive change and improve the lives of individuals and communities

EMPLOYMENT OPPORTUNITIES

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the organizations official email info@coseda.co

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include fraudulent information in the application or present fake certificates/documents.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) COSEDA is committed to implementing the provisions of the Constitution on fair competition and merit, representation of Sudanese diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, people with disabilities, marginalized communities and minorities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) Applications (resume and cover letter) should reach COSEDA on or before **July 11th 2024** by **5.00 pm (CAT)**. **All applications must quote the vacancy number and position on the subject line.** *Note: Positions will be filled on a rolling basis*

COSEDA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels a sense of belonging. We look forward to receiving your application and discussing how you can contribute to our mission of empowering communities in South Sudan. COSEDA is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment

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HUMAN RESOURCE MANAGER (COSEDA.VAC/No. 06/2024.)

Reporting to: Executive Director

Physical Location: Juba

Job Summary

The Human Resource Manager will be responsible for designing and delivering talent and leadership development interventions, supporting the execution of business strategies, and enhancing business performance. This role is pivotal in driving a high-performance culture, developing modern and effective talent management and development strategies, and overseeing learning and development, performance management, and talent management functions. Additionally, the HR Manager will ensure the enforcement of the Safeguarding policy, creating a safe working environment for all.

Duties and Responsibilities

- **HR Policies and Procedures**
 - Develop and implement HR policies, procedures, and programs.
 - Ensure compliance with all applicable employment laws and regulations.
- **Performance Management and Employee Development**
 - Provide guidance on performance management and employee development.
 - Implement and manage employee training and development programs.
 - Create and maintain annual operational plans focusing on resourcing, reward, and recognition.
- **Employee Relations**
 - Manage employee relations, addressing concerns and promoting a positive work environment.
 - Handle disciplinary matters and termination processes when necessary.
- **Recruitment and Onboarding**
 - Oversee recruitment and onboarding processes, ensuring a smooth and efficient hiring experience.
- **Benefits and Wellness**



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- Administer benefits programs and coordinate employee wellness initiatives.
- Propose and execute improvements to the benefits program.
- **HR Administration**
 - Maintain up-to-date HR records and documentation.
 - Ensure the delivery of efficient and accurate HR administration process services through effective leadership and management of day-to-day HR services and records.
- **Talent Management**
 - Develop and implement modern and effective talent management and development strategies.
 - Retain top talent and build a strong employer brand and value proposition.
- **Safeguarding and Culture Initiatives**
 - Lead the enforcement of Safeguarding in the organization, ensuring a safe working environment for all.
 - Lead Culture initiatives within the organization, fostering a positive and inclusive workplace culture.
- **Strategic Alignment**
 - Collaborate with leadership to align HR strategies with overall business objectives.
 - Act as the custodian of the job evaluation process.
- **Financial Management**
 - Prepare and implement the HR budget, monitoring and reporting on financial performance.

Qualifications

- **Education:**
 - Bachelor's degree in Human Resource Management, Commerce (Human Resource Option), Business Administration, or a related field from a recognized institution.
 - Master's degree in Human Resource Management/Development, Business Administration, or Public Administration is an added advantage.
- **Professional Membership:**
 - Member of a recognized Human Resources body, such as SHRM.
- **Experience:**
 - At least seven (7) years of experience in Employee Resourcing, Talent & Policy Development, and HR Operations in a local/international organization.
 - Demonstrated ability to lead and implement HR initiatives in a continuously evolving environment.
 - Experience working with big data and effectively leveraging data to present insights.
 - Proven understanding of HR service management and operations with experience in best-in-class HR Information Systems.
 - Experience in designing, developing, and supporting organization-wide talent acquisition and development programs.
 - Knowledge of relevant HR legislation.
 - Experience in reward systems and providing advice and support on both pay and non-pay issues.
 - Experience in effective preparation and implementation of HR budgets, monitoring, and reporting.



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Competencies

- Excellent written (report writing) and verbal skills.
- Leadership skills and ability to operate at both strategic and operational levels of management.
- Highly reliable and flexible approach to professional responsibilities.
- Solid organizational skills and strong digital literacy.
- Demonstrated ability to thrive in a matrix management environment.
- Strong analytical, problem-solving, interpersonal, and critical thinking skills.
- Detail-oriented with a focus on accuracy and precision.
- Strong digital literacy, including proficiency with MS Word, Excel, email/internet software.
- Fluency in English and local languages an added advantage.
- Coaching and mentorship skills.
- Project management skills.
- Ability to be productive under pressure in a fast-paced team environment.
- Working knowledge of HR systems such as HRIS, NaVision, Pastel Payroll, etc.
- Training skills.



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