



Save the Children

29 January 2024

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Area HR Coordinator

Location: Walgak.

Reports to: Field Manager Walgak

Dotted Reporting line to; Area I HR MANAGER

Contract Period: 06 Months

CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.



The position holder will be expected to provide effective, efficient, and qualitative human resource management systems for the Area Programme offices in line with the Save the Children in South Sudan country programme human resource strategies, policies, and guidelines and in line with legal compliance and organisational good practices. S/he will have an overall oversight in terms of providing Human resources and technical support to the field HR officers, line managers and all staff in respect to the Save the Children HR Manual

We are looking for an ambitious, social, and talented colleague with eye for detail, a drive to learn and passion for delivering an effective Human Resources Management technical support and guidelines to the field team (s) in area 01. role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Reports to: Field Manager

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency.

QUALIFICATIONS

- Educated to degree or Diploma level in Human Resource management or equivalent.

The HR Coordinator will be responsible for.

HR Management and Planning

- Forecast staffing needs and work with managers in recommending staffing structures and needs to fully implement programmes at the Area level.
- Contribute in conducting compensation reviews, compute Cost of Living Allowance, formulating and implementing employee benefit schemes and review periodically to align them to best practices
- Provide the required HR Information to budget holders to assist budget holders in the preparation of annual HR budgets for salaries and benefits.
- Responsible for Programme based staff -staff insurance and medical insurance issues and provide all the required information to the Country Office senior human resources manager to enable her/him to take the lead regarding staff insurance and medical claim insurance packages
- Maintain employee data (paper and/or electronic) in secured lockers with defined access levels and an up-to-date list of all current staff is available and provide the same advisory to the field HR officers on effective HR documentation and keeping up to date personnel filing system in accordance with all the checklists.

Internal HR Policies and Procedures

- Work with other managers in achieving Save the Children HR minimum standards in compliance with South Sudan Local labour Laws and maintain up to date HR records as per the standard compliance checklist.
- Prepare and maintain all personnel records (leave records, performance reviews reports, promotions, transfers, leavers, sickness, maintain all confidential documents pertaining to personnel and HR matters) and related monthly HR Information systems (Leave Status reports, Quarterly employee turnover report, Update employee database) and provide a sitREP to the senior HR Manager monthly.
- Ensure compliance with appropriate health and safety standards and audit requirements.

Staff Recruitment, induction, and Retention

- Assist the Field Programme Manager and other recruiting managers in all staff, casual and consultant recruitment process – drafting advertisements, screening of applications, interview call letters, and coordination of interviews, organizing travel payment for interview participants, evaluate and document processes and costs of recruitments.
- Lead the Area level HR processes like induction and exit formalities, debriefing as applicable at the time of joining/leaving of staff, maintaining HR calendar, timely renewal of staff contracts, probation confirmation and other procedures.

Oversee Area Performance Management (D2P approach) and Staff Development

- Contribute to strengthen coordination and collaboration within teams and across all teams, maintain and ensure constructive communications build team morale within individual teams and within the whole organisation, contribute to a positive working environment.
- Comply with all relevant Save the Children policies and procedures with respect to Code of Conduct, Child Safeguarding, Whistle blowing Policy, Fraud and Dishonesty policy, health and safety, equal opportunities, and other relevant policies. Ensure that all staff sign the disclaimer form for receiving, reading, complying the relevant policies and this form is attached in their personal files.
- Facilitate and ensure that performance reviews are conducted regularly on quarterly basis by supervisors, provide training and advice to all managers on use the D2P performance management system.
- Support managers in the D2P annual Goals setting and provide confidential performance counselling to managers and staff regarding work-related problems.
- Provide guidance to area programme units in finalizing area level plans for capacity building of staff and formulating the annual training calendar.
- Provide support to programme plans and assessments for capacity building of partners, including partners' HR planning, skills assessments, and HR policies.
- Ensuring compliance to the Save the Children global HR standards and best practices.
- Keeping up to date on trends on the local labour practices flag up any issue to the country office HR.
- Participating in HR department strategic goal setting, meetings, training webinars, and other events
Performing any other ad-hoc functions as may be required.

SKILLS AND EXPERIENCE

Essential:

- Minimum of 3-5 years management experience in a corporate or an NGO environment, in a range of cultures including significant HR field experience
- Extensive experience in understanding the South Sudan 2017 Labor Act and HR internal policy.
- Knowledge, experience in training and staff redevelopment policy design, formulation, and development
- Strong management skills including analytical skills, judgement and decision making.
- Proven track of records in implementing robust performance systems
- Highly developed communication skills both written and verbal to establish effective relationships with internal and external audiences.
- Proven ability to work in a multi-cultural environment and respect local religions and culture.
- Commitment to and understanding of Save the Children's aims, values, and principles.
- Strong interpersonal skills and the ability to communicate tactfully and sensitively with a wide range of people in a large organization.
- Experience in leading and developing a small team.
- The ability to manage stress and remain flexible in challenging working condition.
- A proactive approach to problem-solving and the ability to implement continuous improvement initiatives.
- Excellent organizational skills and the ability to meet regular deadlines.

Desirable

- Previous experience of working in the field

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support.

Deadline for submitting applications: 15th, February 2024.

Cc: MoIjobadvert@gmail.com;(National Ministry of Labour email Address Juba)



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Akobo West
RRC Coordinator
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[Signature]