

## VACANCY ANNOUNCEMENT

Action Against Hunger is a Non-Governmental Organization whose aim and mission is to save lives by eliminating hunger, Under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Deputy Head of Human Resource Department** 01 position

Position open date: **December 6, 2022**

Closing date: **December 23, 2022**

Expected Start date: **January 1 2023**

Contract Duration: **12**

Location **Juba**

### **SUMMARY OF POSITION**

The Deputy Head of HR department will be responsible for providing timely support in Developing and executing human resource strategy in line with the Country Strategy. He/she will work closely with Head of HR department to provide strategic direction, annual plans and effective people management.

The Deputy Head of Human Resource will with Field Bases providing technical HR support, advisory and acting as focal person on HR related issues for Bases.

### **PURPOSE**

The Deputy Head of HR Department will provide support to HR Department on All HR related issues. Together with the HR Manager, he/she will support dissemination of Risk Management policies, presentation of new policies, providing field support and managing payroll among others. .

### **ENGAGEMENT**

The Deputy Head of HR will internally collaborate with Head of Human Resource, Field Coordinators to ensure that HR activities are properly coordinated. The position will also collaborate with the Regional Human Resource for smooth coordination of HR related communication/Updates.

### **DELIVERY**

Provide support in anticipating and planning for operational dimensions that contextualize the delivery of HR interventions at country level including unique resource requirements, conflicting timelines and operational demands that may affect quality HR service delivery.

## **II. ESSENTIAL JOB FUNCTIONS**

Key to the role is quality and timely implementation of the research study in the selected area.

**Objective 1: Provide support in administration of Pay roll and Benefit Management of the mission in collaboration with Bases and Head of HR.**

- Support HR Manager in preparation and review the national staff payroll including salaries, allowances, and other legal taxes on monthly basis in collaboration with the bases.
- Support in preparation of per diem, cost of living and other benefits for international staff on a monthly basis as per TCN handbook in collaboration with finance.
- Work closely with HR Manager to prepare and compute all taxes and social security contributions, ensure that they are correctly calculated and filed with the relevant governmental authority as per the required schedules, for international and national staff (NSIF, TAXS etc) in collaboration with finance.
- Take lead in implementation of Action Against Hunger HR tools including function scale, Performance tools and any other relevant rule as per ACF staff regulations in collaboration with Head of HR Department.

- Work with Head of HR Department to periodically review the salary scale and other benefits to ensure it remains competitive with other local organizations and responds to increases/decreases in the local cost of living.

**Objective 2: Provide support in developing and implementing HR Strategy.**

- Work with Head of HR department in designing and developing HR Strategy based on South Sudan Mission strategy
- Support in Aligning & Designing HR policies and procedures according to the country law and contextualize to AAH Mandates
- Lead and advice in managing employee relations.
- Work closely with Head of HR department in implementing full HR life cycle - recruitment, selection, onboarding, retention, capacity building and .
- Analyze and validate the mission payroll and benefit management in the absence of HR HoD.

**Objective 3: Support in Management of Travels and Legal Documents (Compliance)**

- Guide and support the HR Liaison Associate on the documents required for in-country visas, work permits & Allien Registration for International staff.
- Support HR Liaison Associate to Follow-up on expiry dates of all legal documents for Action Against Hunger.
- Coordinate with Logistics departments to 'pick up', and 'drop-off' of incoming/departing staff from points of entry or departure, including briefing schedules.
- Liaise with Regional Office on staff movement ( staff travelling to and from Official duties)
- Follow up on Timesheets for staff, prepare Timesheet Tracker, upload in NHF and share with Finance Department every month.

**Objective 4: Onboarding of newly recruited employees**

- Develop plans for induction for newly recruited employees.
- Take lead in online onboarding by providing accounts for newly recruited employees.
- Follow up with Manager to ensure that 3 months performance objectives are developed and copies filed in HR department.

**Objective 5: Supervise and manage staff directly reporting to him/her**

- Provide day-to-day management of staff directly under his/her responsibility (HR Manager and HR Liaison Associate).
- Take lead to set objectives for his/her team members and appraise their performance in accordance with Action Against Hunger performance management policies, identifying areas where they require support and capacity building.
- Ensure that all HR policies and procedures are followed for staff directly under his/her responsibility.
- Deputizes the Head of HR during her absences or in selected topics and tasks.

**Objective 5 : Staff Welfare**

- Conduct surveys to understand staff welfare needs and share with Head of Human Resource as well Country Director.
- Strategize ways of improving employee wellbeing inside and out of work.
- Adapt OSHA guidelines, set and enforce standards by providing training, outreach, éducation and assistance on the OSHA guidelines.
- Organizing Events for staff i.e. meetings, parties, organizing motivational speakers to talk to staff, Organize team building etc.
- Design ways of appreciating and rewarding employees.

**Objective 6: Support HR Manager to disseminate Action Against Hunger Policies.**

- Work closely with HR Manager in dissemination of Risk Management Policies.
- Plans and provide a calendar for field visit to disseminate Policies and conduct Staff Meetings at bases.
- Take lead to organize staff monthly meetings and share minutes with HR HoD and provide timely feedback to staff.
- Take lead in presentations during meetings/Program Review and other meetings.

**Objective 7: Learning and Development**

- Take lead in compiling Mission Training Plans and share with Head of HR Department.
- Follow of identified training to ensure timely implementation ( organize for trainings, cost approval of Training Forms)
- Track all training/workshop for staff and provide accurate data on the number of staff who attended training.



- Support in Management of Performance culture (follow up of objectives, 20 minutes conversation, Mid-Year Review and End Appraisals).
- Provide data for the number of training/staff who have been trained.

#### Objective 6: Prepare HR Reports

- Follow up with Field Bases for Field Reports
- Compile HR Monthly report, share with Head of HR as well as upload in NHF.
- Take lead to update HR Monthly costs and share with Finance Department.
- Support Program Team in Proving HR monthly Costs.

### III. GENDER EQUALITY COMMITMENTS

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, colour, ancestry, national origin, age or marital status,
- Value and respect all cultures.
- Promote and uphold the PSEA policy and procedures.

### IV. PHYSICAL DEMANDS

To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### V. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases.

### VI. REQUIRED QUALIFICATIONS

- Bachelors in Business administration with option in Human Resources, Organizational Psychology Sociology or related field.
- 7 years' relevant experience as an HR Professional in international NGO context.
- Previous working experience in with an international development or humanitarian organization preferred.

### VII. REQUIRED SKILLS & EXPERIENCE

- Strong knowledge of management, recruitment, payroll & benefits management, training & development, and team management.
- Good Presentation Skills
- Understanding of national labor law and employment norms and practices
- Excellent verbal and written communication skills, with experience communicating in different cultural work environments & with a wide diversity of culture
- Approachable, diplomatic, respecting confidentiality, and able to work effectively in diverse, cross-cultural teams in a complex, multi-site work environment
- Computer literate including all Microsoft Office programs (Word, Excel, Powerpoint, Outlook)
- Highly organized, detail oriented and able to work under pressure.
- Disciplined, rigorous, self-motivated and able to set and meet deadlines, work autonomously and arrive at decisions and conclusions with minimal guidance, and within timeline
- Capacity for analysis, synthesis and reporting of large amounts of information



### Commitment Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

### I. Safe guarding Commitment

Action Against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Deputy Head of Human Resource Department:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **December 23, 2022 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

**We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted.**

*"This Position is Open to South Sudanese Nationals Only"*

*"Qualified Female Candidates are encouraged to apply"*

