

Jhpiego South Sudan
Goshen House, Office Complex Kololo
Ministries-Airport Road,
Juba, South Sudan



VACANCY ANNOUNCEMENT

Jhpiego is an international non-profit health organization affiliated with the Johns Hopkins University. For 40 years now, Jhpiego has empowered front-line health workers by designing and implementing effective, low-cost, hands-on solutions to strengthen the delivery of health care services for women and their families. By putting evidence-based health innovations into everyday practice. Employment with Jhpiego is subject to the availability of funds from the donor.

Position: Human Resource Manager

Location: Juba

Job Summary

The Human Resource (HR) Manager is responsible for implementing and maintaining HR systems and ensuring compliance with organisational policies, procedures and donor regulations.

Policy and Procedures

- Provide oversight to compliance with policies and procedures outlined in the Jhpiego HR manual
- Consult with lawyer to ensure compliance with Labour Laws

JEMS

- Establish and maintain personal records for all staff on the Jhpiego Enterprise Management System (JEMS)
- Ensure high quality administration of the JEMS system including, adding new staff members, updating holidays and supporting the addition of new modules and functions and training staff to utilize them
- Provide regular HR feedback to all staff regarding timesheets, leave balances

Medical Insurance

- Manage relationship with Medical Insurance and Life Insurance companies including adding new members, managing claims and reimbursements

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Recruitment

- Lead the recruitment processes for all local hires including finalizing developing job descriptions, posting vacancy notices, short listing candidates, finalizing the interview process (e.g. interview guides and exercises), implementing the interview process, selection of candidate, negotiation of salary, signing of contracts and documentation of the process.
- Negotiate and issue contracts for local consultants

Performance Management

- Lead the implementation of the performance review processes including orientation of all staff, dissemination of documentation, oversight to complete documentation and processes, compilation of results and support for the proposal of merit increases. Support the implementation of any grievance or disciplinary action that needs to be taken
- Support supervisors to implement performance improvement processes with staff that require this

Conflict Resolution

- Support in conflict resolution

Capacity Development

- Manage capacity development and training opportunities for staff
- Consults with lawyer to ensure compliance with Labour Laws

Safety and Security

- Implement security guidelines outlined in security manual
- Revise security manual as needed
- Ensure effective safety and security committee
- Act as security focal person
- Ensure fire safety registration
- Maintain security phone tree

Qualification, Knowledge, Skills and Abilities:

- Minimum of a Bachelor's degree in Human Resource Management (HRM) or similar qualification. Masters' degree in HRM will be an advantage

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- At least **5** years of relevant work experience
- Proficient in MS Office especially Excel
- Previous experience with electronic HR management systems is advantageous
- Excellent communication skills including fluency in spoken and written English

- Demonstrated management skills

South Sudanese nationals who are qualified and currently provide services in the same facilities and have previous experience working with an international organization are preferred.

Jhpiego offers competitive packages to selected candidates in line with salary history, academic qualifications and relevant experience. Please send your hard copy CV with three contactable professional references and cover letter to:

The Country Representative
Jhpiego South Sudan Office, Goshen House Office Complex,
Kololo Ministries-Airport Road, Juba, South Sudan

Applications should be sent to the Juba office by **6th August, 2020**. Late applications will not be considered.

Soft copy applications should be sent through www.jobs-jhpiego.icims.com

For further information about Jhpiego, visit our website at www.jobs-jhpiego.icims.com

