



## VACANCY ANNOUNCEMENT (HUMAN RESOURCES MANAGER)

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified South Sudanese National to fill the position of Human Resources Manager (01 position) to be based in Juba.

Position open date: September 20, 2022

Closing date: October 4, 2022

Expected Start date: October 5, 2022

Contract Duration: 1 Year

Location: Juba

### PURPOSE AND SUMMARY OF THE POSITION

The Human Resource Manager will provide support in coordinating and management of Human Resource functions for action Against Hunger Country Office. The HR Manager will support AAH in review/implementation of organization's HR strategy, oversee the recruitment process, take lead in Learning and Development Function within the HR Department, design /Review Organization policies and set objectives for the HR team. The HR Manager will also help shape our employer brand strategy, to be successful in this role, the Candidate should be familiar with HR technology, including payroll systems and HR information System as well as Proven Learning and Development Experience.

### TASK & RESPONSIBILITIES; Under

Under Direct Supervision and Guidance of Human Resource Head of Department, the HR Manager's Responsibilities will include but not Limited to the Following:-

#### Objective 1: oversee the recruitment process

- ❖ Manage the recruitment and selection process from gap identification to reference check at the Mission Level.
- ❖ Coordinate with the Field HROs to provide Support in Recruitment Process.
- ❖ Disseminate Recruitment Process to the Program/Hiring Managers and ensure Adherence by all.

#### Objective 2 Take lead in Learning and Development Function within the HR Department:

- ❖ Conduct effective induction and orientation session to newly recruited employees (on boarding/Induction).
- ❖ Conduct annual training and development needs assessment for national staff
- ❖ Propose training and development programs and objectives.



- ❖ Identify and assess future and current training needs through annual Performance evaluation and consultation with line Managers.
- ❖ Prepare Mission Training and development plan that address needs and expectation.
- ❖ Conduct Trainings on Key New Policies and Refresher Training to all staff on the Existing Policies i.e Risk Management Policies, Safeguarding Policy among others.
- ❖ Review/Develop Learning and Development Policy for the Country Program

Objective 3: Design /Review Organization policies and set objectives for the HR team,

- ❖ Maintains the work structure by updating job requirements and job descriptions for all HCN positions.
- ❖ Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning.
- ❖ Oversee and manage a performance appraisal system that drives high performance
- ❖ Assess training needs to apply and monitor training programs as well as suggest Improvement to Staff Development Initiatives.
- ❖ Advise Managers and supervisors to ensure compliance with internal policy as well as staff regulations.
- ❖ With support of base HR team, ensure all staff have an up to date performance appraisal.

Objective 4: Help shape our employer brand strategy and Overall HR Strategy.

- ❖ Report to management and provide decision support through HR metrics
- ❖ Ensure legal compliance throughout human resource management
- ❖ Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- ❖ Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions.
- ❖ Together with HR HoD, develop and implement HR strategies and initiatives aligned with the overall Country Office strategy.

Objective 5: Management of day to day issues related to Human resource.

- ❖ Supervise Payroll & Benefits Officer and Human Resource Officer.
- ❖ Nurture a positive working environment
- ❖ Update organizational structure and share with HR HoD
- ❖ Bridge management and employee relations by addressing demands, grievances or other issues.
- ❖ Together with the HR HOD Manage Staff Disciplinary Process.
- ❖ Plan, organize and manage HR functions and participate in developing HR Goals, objectives and systems.
- ❖ Oversea contract management/contract follows for HCNs through giving timely support and Guidance to the HR Officer.
- ❖ Prepare HR Monthly, Quarterly Reports and submit to the Head of HR for review and final upload to the Online Platform/ No Hunger Forum.
- ❖ Take lead in Weekly skype call with bases.
- ❖ Any other work as per Head of HR's request.



Objective 6: Lead in the implementation of Action Against Hunger performance management system at the mission level.

- ❖ Ensure consistent and successful application of the Action Against Hunger's performance management system adherence across the organization (20 minutes, 3 month probation and End year Appraisal for all Staff.
- ❖ Create consistent awareness and technical support to Manager on appraisal system.
- ❖ Follow up to ensure that "20" minutes conversation, 3-month performance evaluation and annual appraisal are conducted and copies filed by HR.
- ❖ Ensure that a consistent performance management process is followed throughout the mission.
- ❖ With support of base HR team, ensure all staff have an up to date Annual performance appraisal.

#### GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA and procedures.

#### INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL	<ul style="list-style-type: none"> <li>❖ <u>HR Team</u>: -exchange of information and Provision of Support.</li> <li>❖ <u>Other Heads of Departments</u>: collaboration – exchange of information</li> <li>❖ <u>Finance and Logistic heads</u>: exchange of information and collaboration on Departments matters</li> <li>❖ <u>Head of HR Department</u>: hierarchical relationship (Direct Supervisor) - technical support - exchange of information and close collaboration on reporting.</li> <li>❖ <u>Deputy Manager, Compliance &amp; Audit</u>: Technical Support and Exchange of Information</li> </ul>
EXTERNAL	<p><u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation in meetings.</p> <ul style="list-style-type: none"> <li>❖ <u>Donors</u>: on Human Resources matters or as representative of Head of Human Resources Department.</li> </ul>

#### DELIVERY

Analytical work is organized to ensure that deliverables are provided in a timely manner to support subsequent work and consistent with corporate/business standards and the work plan

#### POSITION REQUIREMENTS

##### QUALIFICATION

- ❖ Bachelor's degree in HR Management, Business Administration or related discipline.
- ❖ Proven Experience in Business Intelligence/Analytics and Audit.
- ❖ At least 4 Years Progressive experience in human resources management, administration or related Discipline.
- ❖ Professional Certification in HR Management



SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> <li>❖ People oriented and results driven</li> <li>❖ Ability to architect strategy along with leadership skills</li> <li>❖ Excellent active listening, negotiation and presentation skills</li> <li>❖ Competence to build and effectively manage interpersonal relationships at all levels of the company</li> <li>❖ In-depth knowledge of South Sudan labor law</li> </ul>
PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> <li>❖ Proven working experience as HR Manager or other HR Executive</li> <li>❖ Demonstrable experience with Human Resources metrics</li> <li>❖ Knowledge of HR systems and databases</li> <li>❖ In-depth Knowledge of Human Resource best Practices</li> </ul>

#### 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, Nationality Identity Card, CV with three professional References and Copies of all Academic Documents to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying Human Resources Manager-Juba: as the title of your email.

The deadline for receiving applications is Wednesday October 05, 2022 at exactly 4:00 PM CAT. We do appreciate your interest in working with us; However, Only shortlisted Candidates will be contacted through email or Phone to move to the Next stage of this Recruitment Process.

“This Position is Open to South Sudanese Nationals Only”

“Qualified Female Candidates are strongly encouraged to apply”

“Applications sent after the Deadline shall not be considered”

“Any Applications sent without the required Attachment (Nationality Card for clear Identification of the Candidates Nationality) will automatically be discarded”

Applications Documents Received shall not be returned to the Candidates hence, attach only Photo copies of your Academic Documents, Original Copies will be verified at the Later Stage of this Process.

