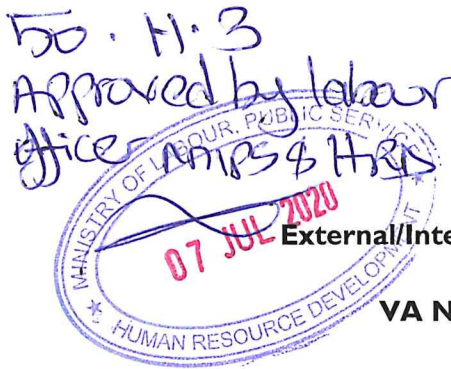


2 July 2020



Save the Children

External/Internal Job Advertisement

VA No. SCI-02072020

The Organisation:

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

SCI is seeking to recruit: -

Job Title: HR Coordinator_L&D (01 post)
Location: Juba
Reports to: Senior HR Manager
Contract Period: 6 Months (With the possibility of extension based on performance and funding)

ROLE PURPOSE:

As a key member of the Country Office Human Resources team who works in close supervision of Senior HR Manager, the position will be responsible for managing the learning and development function, talent development and succession planning, Staff welfare initiative and managing performance management function for the Country office.

This position will also act as a buffer to the HR function by supporting the Country Office Human Resources colleagues on the various HR processes and systems such as payroll administration, recruitments, management of International staff / ERT leave and RnR, contract management support and ensuring that changes are timely processed and exits processed on time. On boarding and Off boarding of staff, staff attendance.

KEY AREAS OF RESPONSIBILITY/DELIVERABLES:

Learning and Development

- Develop contextualised training packages for all the mandatory trainings such as anti-harassment and bullying, develop to perform, conflict management trainings for the Country office.
- Facilitation of all mandatory trainings while cascading them down to all the field offices in South Sudan by closely working with the field managers.
- Generate learning needs / gaps for the Country office in to a learning plan that is monitored for completion
- Act as a focal point for LMS trainings and collating statistics for the Country office on completion of mandatory trainings in LMS. Support staff with online trainings Working with LMS on the statistics for the country office



- Evaluating training and development programmes.
- Promote E- learning in the Country Programme and ensure registration of candidates onto the platform.
- Researching new technologies and methodologies in workplace learning and presenting this research to the HRD.
- Supports line managers ensure a fair allocation of training and regular communication with staff on this to ensure transparency in decision making
- Advise the SMT on relevant training and capacity building programs for staff at all level
- Develop action plans for the different mandatory learning initiatives (Security, global induction framework, Child safe guarding, Fraud and Anti bribery and Anti-Harassment)
- Organize awareness trainings to introduce to the staff at all levels learning and development documents and links
- Develop a Country Specific Standard Operating Procedure for learning and development and orient all staff on the relevant process to be followed when requesting for training
- Organize tailored Team building and conflict management activities to enhance staff cohesion

Staff On boarding and exit of staff.

- Responsible for follow up on staff inductions and to ensure that all new staff receive the SCI Induction and complete the on-line training within 3months of joining
- As part of the induction process follow up with line managers and new joiners and ensure that they set objectives for the probation period.
- Remind line managers of end of probation reviews and ensure that documentation for the process is file
- Facilitate and provide new staff orientation briefing to all newly recruited staff
- Drafting and updating the orientation package specific to South Sudan needs – Capturing the cultural practices
- Working with relevant actors / departments to ensure orientation is effective and responsive to staff needs by conducting follow up sessions with newly recruited staff for improvement purposes
- Organize awareness sessions to introduce the staff at all levels to new policies, processes and procedures in the Country office.

Performance Management

- Develop contextualised training packages for Develop to perform for the Country office
- Provide refresher trainings to line managers and HR staff on performance management develop to perform.
- Ensure that line managers, staff set annual and quarterly goals, and maintain the database for all staff on progress.
- Provide support to line managers with the support of the Head of Human Resources on managing performance issues, and provide guidance on performance improvement plans.

Staff wellbeing

- Facilitate the administration of Staff Wellbeing initiatives (WRAPs) and promote staff engagement
- Support the Head of HR and Senior Management with the roll out of the Staff Care policy

Talent Management

- Work with the Head of Human Resources and Regional office to support staff in coaching and mentoring their teams on key learnings required for the emergency.
- Work with the Head of Human Resources to assist staff in creating capacity-building plans for their teams.
- Work with department heads to develop learning plans for the department and ensure this are carried followed through.
- Develop a succession plan for the CO and
- Any other duties as assigned by the Head of Human Resources, from time to time.
- Identify, document, trace and reunify unaccompanied and separated children in line with FTR SOPs.
- Regularly follow up to ensure all services and action points listed in the case plan are carried out within agreed time frames in light of risk level. Ensure that process is regularly reviewed.
- Regularly monitor and support children and families through home visits, providing guidance, advice and emotional support, community mediation and referrals.
- Work with CP/Case Management to arrange case conferences for complex cases and ensure children receive multi-disciplinary support.
- Work with community mobilisers and volunteers to identify and support vulnerable and at risk children.



- Manage cases in line with SOPs; adhere to standard documentation process and guidance on workflow.
- Regularly document cases using agreed inter-agency forms, update databases and ensure that data collection and storage practices respect data protection protocols and information sharing protocol.

SKILLS AND BEHAVIOURS (our 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

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- Honest, encourages openness and transparency

EXPERIENCE AND SKILLS:

Essential:

- Bachelor's Degree in Human Resource Management, Business Administration, Social Sciences or relevant field.
- A post-graduate Diploma in Learning and Development would be an added advantage.
- Minimum of 4 years' field experience in HR with a focus on learning and development.
- Excellent negotiation, representation skills and the ability to work comfortably with an ethnically diverse staff
- Demonstrated attention to detail, ability to follow procedures and meet deadlines
- Demonstrated ability to live, work and solve problems independently and effectively in a multi-cultural setting.
- Demonstrated ability to effectively work in teams in different locations in a high pressure environment.
- Good knowledge and experience of generalist HR issues, including South Sudan Employment Law, recruitment and selection,
- Proven ability to influence and negotiate at senior levels and build capacity within management teams.
- Excellent communication skills (Verbal and Written)
- Excellent presentation and facilitation skills.
- Strong team player, collaborative and capable of building effective relationships across all levels
- Proficiency in Microsoft Officer products (Word, Excel, Outlook, Powerpoint)



- Comply with the requirements of Save the Children's Safeguarding Policy and other Global Policies.
 - A commitment to promoting diversity and equality of opportunity in employment and an empathy with SCI values and objectives
 - A willingness to travel occasionally to field area offices.
- Fluency in English, both verbal and written

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.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Child Safeguarding and Code of Conduct:

The post holder will adhere to Save the Children's Child Safeguarding Policy and Code of Conduct set out. Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to:

The SCI Country Office HR Office via the email below or hand delivered. *The position and the Vacancy Number must be clearly indicated in your subject-line or envelop.*

Deadline for receiving applications is the 22nd July, 2020 by 5.00 PM or via email at: jobs.southsudan@savethechildren.org. Due to the urgency to fill the position, screening of applications will be done on rolling basis.

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

