



"From inclusion to impact: empowering communities with humanity".



### JOB VACANCY ADVERTISEMENT

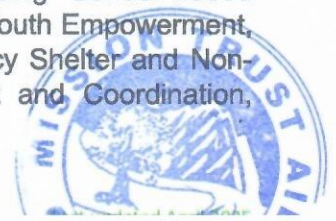
JOB TITLE:	Human Resource Manager
LOCATION OF THE POSITION:	Juba
DEPARTMENT:	Operation
REPORTING TO:	Executive Director
SUPERVISES:	HR Officer(s)
FUNCTIONAL LINK:	Programme Coordinator, ASL Manager, Logistic Manager and Finance Manager.
NUMBER OF VACANCY:	01 (One)
EXPECTED START DATE:	01.09.2025
CONTRACT TYPE:	Full time
SALARY:	According to MTA salary scale.
LEADERSHIP WITHIN MTA:	Member of Senior management Team (SMT)
DATE OF ADVERT:	21.07.2025
APPLICATION DEADLINE:	08.08.2025

### ABOUT US.

**Mission Trust Aid (MTA)** is a nationally recognized, women-led organization dedicated to delivering inclusive, needs-based, and risk-informed quality interventions to disaster-affected communities in South Sudan. Established in 2018, MTA operates with a clear vision and mission: to foster a "dignified, empowered, and inclusive community driving sustainable and equitable development." Our mission, "Community empowerment through inclusive participation of women and youth in socio-economic and cultural development," reflects our commitment to making a tangible impact through collective action.

At the heart of our organization are our core values, which emphasize **Inclusion, Gender Equality, Empowerment, Integrity, Stewardship, Excellence, Resilience, Compassion, Sustainability, and Participation**. These values guide our work and drive us to create meaningful change in the communities we serve.

MTA focuses on several core thematic areas, including Water, Hygiene, and Sanitation (WASH), Health, Education Programs, Nutrition, Protection (addressing Gender-Based Violence, Land and property rights and Child Protection), Women and Youth Empowerment, Environmental Issues, Food Security and Livelihoods (FSL), Emergency Shelter and Non-Food Items (ES/NFI), Resettlement and Camp Setup, Management and Coordination,





Governance, and Research and Innovation. Through these initiatives, we strive to empower communities and foster resilience, ensuring that their needs and aspirations are at the forefront of our efforts.

### SUMMARY OF THE ROLE.

The Human Resource Manager will be responsible for: recruitment and staffing to attract qualified candidates; facilitate staff training and development to enhance employee skills, and performance management to align individual and organizational goals; support staff in performance objective setting, tracking process and appraisal; foster positive employee relations; manage compensation and benefits to remain competitive; review, update and / or develop policies that ensure compliance with legal standards. The HR Manager will contribute to strategic planning by addressing workforce needs, promoting cultural competence to navigate diverse environments, and oversee compliance and risk management to safeguard the organization against potential liabilities.

### KEY JOB FUNCTIONS

- Recruitment and Staffing: the HR Manager will be responsible for attracting and selecting qualified candidates from diverse backgrounds involving creating job descriptions, conducting interviews along with relevant technical leads, and ensuring compliance with South Sudan employment law(s).
- Training and Development: The HR Manager will lead in identifying training needs and facilitating capacity-building programs to enhance the skills and competencies of MTA staff. This includes onboarding new employees and providing ongoing professional development opportunities.
- Performance Management: The HR Manager will implement performance evaluation systems to assess employee effectiveness and provide feedback including working to align individual goals with the organization's objectives, fostering a culture of accountability and continuous improvement.
- Employee Relations: S/he acts as intermediary between management and staff, addressing grievances, promoting a positive work environment, and ensuring that employee rights are upheld. This includes navigating cultural sensitivities in diverse context.
- Compensation and Benefits: The HR Manager leads in designing and management of competitive compensation packages that align with the Mission Trust Aid's budget and attract top talent. S/he will also ensure compliance with South Sudan labor law regarding benefits and working conditions.
- Policy Development and Implementation: S/he will be responsible in reviewing, updating and / or developing HR policies that reflect MTA's values and in compliance with legal requirements which will include guidelines on diversity, equity, and inclusion, as well as safety and security protocols.
- Strategic Planning: The HR Manager is required to actively contribute to the strategic planning process by identifying workforce needs and aligning HR practices with MTA's goals. S/he will provide insights on talent management and organizational development to enhance overall effectiveness.





- **Cultural Competence:** The HR Manager is responsible in promoting cultural awareness and sensitivity among staff, ensuring that MTA effectively engages with communities and stakeholders in various states/regions and contexts.
- **Compliance and Risk Management:** HR Manager leads MTA in adherence to legal and ethical standards in all HR practices. S/he manages risks related to employment practices and maintains a focus on safeguarding against potential liabilities.
- **Internal, External and Donor audits:** The HR Manager leads the HR department in preparation and compilation of audit related HR documents including, staff files, pay slips, attendance sheets, contracts, timesheets and staff job descriptions.
- **External engagements:** The HR Manager will represent MTA in HR related coordination forums such as HR technical working groups or other coordination meetings as necessary including being delegated by Executive Director to represent MTA.
- **Leadership/supervisory function:** The HR is directly working with the Executive Director and supervising both coordination and field HR officers.
- This job description is not exhaustive and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

### Professional Skills

- University Degree in Human Resource Management.
- Minimum of 3-5 years practical experience in HR with experience in NNGO/INGO in a medium/large human resource establishment set up.
- Proficiency in Business Intelligence/Analytics and Audit is required.
- Understanding of gender mainstreaming and implementation in HR policies.
- Very good Computer & IT skills.



### Required Skills, Competencies & Attributes

- Proven and demonstrated experience as an HR Manager or in a senior HR executive role.
- People-Oriented & Results-Driven, strong interpersonal skills with a focus on achieving measurable outcomes.
- HR Metrics Proficiency, experience in utilizing and interpreting HR metrics to inform strategic decisions.
- Strategic Thinking & Leadership, ability to develop and implement HR strategies aligned with business goals and demonstrated leadership capabilities.
- Communication Skills, excellent active listening, negotiation, and presentation skills.
- Relationship Management, ability to build and manage effective relationships at all levels within the organization.
- Legal & Compliance Knowledge, In-depth understanding of South Sudan labor law(s) and HR best practices.

### Ethics and Safeguarding



Mission Trust Aid has zero tolerance towards any act of misconduct and Prevention of Sexual Exploitation and Abuse (PSEA). All recruitment process at MTA will include all candidates' declarations and reference checks focused on misconduct and PSEA.

### EQUAL OPPORTUNITIES

Mission Trust Aid is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, or disability status.

### How to apply.

Interested and qualified candidates who meet the above requirements are encouraged to submit their applications, including a cover letter and up to date CV with at least three referees with their telephone and email contacts.

Address your application to: [recruitment@missiontrustaid.org](mailto:recruitment@missiontrustaid.org) and cc [hr@missiontrustaid.org](mailto:hr@missiontrustaid.org). Or hand deliver to our office located at **Plot No.262, Joppa Residential Area, Block IX, Juba, South Sudan**. Qualified **female** candidates are **strongly** encouraged to apply.

Specify the position you are applying as the subject/title by/before **4 PM on 08.08.2025**.

### Attention:

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Mission Trust Aid will not be held responsible for the loss of such documents. Mission Trus Aid will only receive, consider and accept applications submitted through the stipulated channels above.

### Disclaimer:

Mission Trust Aid does **not charge** any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

### Recruitment Disclaimer:

Mission Trust Aid does **not charge** any fees at any stage of the recruitment process (application, interview, processing, or training), and we do not engage recruitment agents to represent us.

