



50163  
*[Signature]*  
09.04.2026

## JOB OPPORTUNITIES

**Job Code:** 037  
**Job Title:** Human Resources Director  
**Location:** Juba  
**Contract Type:** Regular Contract (dependent on funding)  
**Reporting To:** Chief of Party  
**Number of Positions:** 1  
**Application deadline:** April 30, 2026,

\* The position is open to South Sudanese nationals ONLY

### PROJECT DESCRIPTION AND SUMMARY OF ROLE

The Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a U.S. Department of State-funded initiative implemented in South Sudan by IntraHealth International to strengthen HIV prevention, care, and treatment services. The project approach focusses on Facility and community led responses, strategic case finding, retention in care, and the delivery of high quality, client centered HIV services.

The Human Resources Director provides strategic leadership and oversight for all people and culture functions across the AHEC Activity, supporting a large, dispersed workforce operating in a complex and fragile context. As a core member of the Country Senior Leadership Team, the role is responsible for developing and executing a country-wide people strategy that enables effective program delivery, compliance, staff wellbeing, and organizational sustainability.

#### Key Functional Focus Areas

- Strategic HR leadership and organizational effectiveness
- Workforce planning and talent management at scale
- HR operations, systems, and team leadership
- Employee relations, culture, and staff wellbeing
- Governance, risk management, and compliance
- Donor engagement and external representation

### KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

#### Strategic Leadership & Organizational Effectiveness

- Serve as a member of the Country Senior Leadership Team and contribute to country strategy and decision-making.



- Develop and implement a comprehensive people and culture strategy aligned with program objectives and operating context.
- Lead organizational design, workforce modeling, and change management initiatives.

### **Workforce Planning & Talent Management**

- Oversee workforce planning for clinical, community, and support staff across all locations.
- Lead end-to-end recruitment strategies to support large-scale, compliant hiring.
- Design and oversee onboarding, performance management, learning, and leadership development frameworks.
- Establish succession planning and national staff capacity-building initiatives.

### **HR Operations & Team Leadership**

- Lead and develop a multi-site HR team, building managerial and technical capacity.
- Oversee payroll, compensation, benefits, and HR budgeting in collaboration with Finance.
- Drive continuous improvement of HR systems, SOPs, and service delivery models.

### **Employee Relations & Culture**

- Foster a respectful, inclusive, and high-accountability workplace culture.
- Provide oversight and final decision-making on complex employee relations cases.
- Support managers in performance management, conflict resolution, and people leadership.

### **Governance, Risk & Compliance**

- Ensure compliance with South Sudan labor laws, donor regulations, and organizational policies.
- Lead HR risk management including investigations, grievances, and disciplinary processes.
- Oversee safeguarding, duty of care, workplace safety, and staff wellbeing initiatives.

### **External Representation & Donor Engagement**

- Represent HR in engagements with donors, auditors, partners, and regulatory authorities.
- Support audits, assessments, and donor reviews related to HR, compliance, and safeguarding.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Required Qualifications**

- Master's degree in Human Resources, Organizational Development, Business Administration, or a related field.
- Minimum of twelve (12) years of progressive HR experience, including senior-level leadership roles.
- Demonstrated experience leading large, dispersed workforces in complex or fragile contexts.
- Strong knowledge of labor law compliance, donor-funded programming, and HR risk management.



- Professional HR certification (e.g., SHRM-SCP/CP, SPHR/PHR, or equivalent) is an advantage.

### SKILLS AND COMPETENCIES

- Strategic HR leadership and advisory skills.
- Strong cross-cultural communication and stakeholder management abilities.
- Proven leadership in organizational change, scale-up, or transition environments.
- High ethical standards, integrity, and discretion.
- Excellent written and spoken English; Juba Arabic is an asset.

### APPLICATION PROCEDURE

To complete your submission, please:

- 1- Complete the application form by clicking <https://qr.link/biKNg8> or scanning the QR code at the bottom of the page.
- 2- Send email to [ahecrecruitment@intrahealth.org](mailto:ahecrecruitment@intrahealth.org) In the subject line, write the following: [Job Code\_Job Title\_Post Location\_First & Last Name]. Example: [037\_Human Resources Director\_Juba\_John Doe].
- 3- Attach the following documents to your email: Cover letter, Updated CV, Copies of academic certificates, National ID & Contact details for three professional references (including current supervisor)

Deadline for receiving applications is Thursday, April 30, 2026. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

You may also submit hard copies of your application at any of the following IntraHealth locations closest to you. Please note that submitted documents are non-refundable:

- **Juba:** Juba Nabari near American Residence, Plot No. 187 Block 3-K South, to the attention of the Human Resource Department.

**Due to the urgency to fill this position, applications will be reviewed on rolling basis**

