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JAM
HELPING AFRICA HELP ITSELF

Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Wunrok.

JAM is seeking a Qualified South Sudanese national for following position:

Job Title: Human Resource Coordinator (1 position)

Location: Juba- South Sudan



JOB SUMMARY

Reporting to the Operations Manager (OM), the HR Coordinator is responsible for ensuring effective and transparent human resource management practices and quality support functions throughout the country program. The HR Coordinators' responsibilities include national staff policy development, support for international staff personnel management, staff planning, benefits administration, staff training, and HR support services.

The HR Coordinator will ensure timely and equitable resolution of any disciplinary, ethical or legal staff issues and to promote staff retention and development.

Major Responsibilities

Compliance: Country policies & procedures are in compliance with applicable JAM South Sudan, funding source and JAM International policies, procedures and requirements. All locations and staff act in accordance with the policies. Operations Manager is promptly informed of any areas of concern or potential or suspected violations.

- Document in-country policies as required by JAM SS to support effective personnel management and administrative Services
- Compliance with policies documented through systematic and random verifications of policy implementation and personnel records, based on a schedule agreed with OM
- Consistent and constructive support to other operational departments to ensure compliance to policies and procedures
- HR Coordinator effectively communicates all relevant compliance issues during program design/development and grant opening & closing meetings, or as encountered

Training & Outreach: HR Coordinator proactively develops the skills of the country staff to understand and utilize personnel management tools to design and implement quality programming.

- HR workshop schedule & plan for all staff/units reviewed and approved by OM
- HR Coordinator develops and maintains an effective orientation package and ensures that new staff members are appropriately orientated in a timely manner.
- HR Coordinator actively participates in regularly scheduled meetings to enhance and develop integrated operations support to program activities
- **Staff Management:** Excellent human resource management, supporting the development, promotion and retention of a motivated team of qualified and experienced staff.

- HR department is structured according to a current and approved organizational chart and set of JDs which clearly define the functions and responsibilities of each position
- HR Coordinator mentors and works with HR staff to develop technical and managerial skills to assume greater responsibility. Constructive semi-annual and annual performance reviews, including capacity development plans, are prepared for and discussed with each direct report.
- HR department staff members have performance objectives established and reviewed in a timely and constructive manner in accordance with policy.
- HR Coordinator promotes a positive work environment in the department, including transparent decision-making through open communication and regular departmental meetings.

Technical Management & Systems: Efficient & effective human resource management systems support the design and implementation of quality programming without compromising compliance.

- Maintains current knowledge of host country and other agency human resource regulations and practices and advises senior management team
- National staff recruiting processes are effectively managed to minimize lead times and support quality hiring
- Staff receives appropriate and high-quality orientations
- Staff retention and quality performance is promoted through consistent application of performance management processes and analysis of reasons for staff departures
- Staff training-skills development activities, support staff retention and improvement in program quality

Qualification:

- Degree in Human Resource Management or related field preferred
- At least five years of experience, preferably in relief work and with supervisory responsibilities in human resources
- Must have strong personnel management experience and skills
- Must have strong organizational, diplomatic, and communication skills
- Must enjoy working with people of various nationalities and must be able to promote teamwork
- Must be familiar with Microsoft Office
- Must be Proactive

Application Procedure: All suitably qualified and interested Applicants should send their application letters and CV indicating three referees only via email to: jamss.recruitment@jamint.com. Address your application to the Human Resource and Administration Manager. **Deadline: December 23, 2021 by 5.00pm.**

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

