



Danish Refugee Council  
Juba Country Office  
Addis Ababa Road, Next to  
UNICEF, Juba, South  
Sudan



## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

**Vacancy No. JBA 2023/20/01/0002**

### Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

### Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

### DRC Seeks to Recruit:

Position Title	<b>Country Human Resources Manager</b>
Report to	<b>Head of Support Services</b>
Duty Station	<b>Juba</b>
Contract Type	<b>Standard</b>
Length of Contract	<b>12 Months</b>
Employment Start Date	<b>As Soon as Possible</b>
Salary	<b>According to DRC Salary Policy</b>
Eligibility	<b>South Sudanese Nationals Only.</b>
Advertisement Closing Deadline	<b>8<sup>th</sup> February, 2023</b>



### **Overall purpose of the role:**

The Country HR Manager in South Sudan is responsible for ensuring that DRC's HR functions are carried out effectively across the country, in order to achieve the organization's business objectives. Furthermore, the HR Manager is responsible for supporting the country programs within their area of responsibility.

### **Responsibilities:**

#### ***Recruitment and Selection***

- Drive and support recruitment and selection activities by planning and assessing staffing needs;
- Advertise positions, assist with scheduling interviews, and Participate in interviews as needed
- Ensure compliance with recruitment process;
- Ensure all unsuccessful candidates are notified through DRC's varying modalities;
- Provide recruitment overview for senior managers

#### ***People Planning***

- Work with senior management team and senior staff on a number of initiatives related to employees
- Ensure managers have created job descriptions for the employees, and store them on the personnel file
- Ensure oversight and consistency in position titling and Bands, across all field locations.
- Support senior management in workforce planning, succession planning and mobility within DRC country operation(s)
- Support management in restructuring and downsizing

#### ***Performance***

- Ensure that there is a yearly cycle for performance appraisals in the country operation
- Ensure both probation and performance appraisals are done in the country operation
- Advise managers on poor performance and ensure the documentation stored; act as an impartial mediator in the process
- Prepare legally compliant letters in consultation with internal or external legal advisor
- Advise managers on Code of Conduct cases in relation to potential disciplinary action

#### ***Development***

- Drive the induction process in the country operation
- Drive the coordination of international staff pre-arrival process, coordinating induction schedule, familiarization of office & guesthouse, and maintaining oversight of logistics, visa/entry process and travel arrangements.
- Advise managers or staff on how to fund training and development opportunities
- Ensure exit interviews are conducted by establishing a process of informing managers to perform the exit interview
- Ensure exit forms are issued and sent to exiting employees
- Coordinate Training/learning needs assessments, training and development endeavours;

#### ***Well-Being***

- Participate in localization of R&R and Housing policy
- Source insurance or other health option for national staff
- Guide managers on stress management
- Assess compound life from a well-being perspective



- Facilitate and follow up Employee Engagement initiatives including surveys such as DRC voices

### **Contracts and Compensation**

- Issue offer letter for national and international employees
- Manage the full contract process for national employees including contracts, extensions, addendums, and termination
- Coordinate issuance of expat employee contracts through DRC Head Quarters
- Negotiate terms of employment for national employees
- Ensure that the terms of employment for national staff are localized
- Lead salary benchmark process every two years or more frequently if needed
- Develop and maintain salary scale
- Administer payroll for national staff
- Maintain Dynamics data for national staff and update designated data for international staff according designated rights.



### **HR Policies and Support**

- Maintain and update Staff HR Handbook as necessary
- Proactively pursue continuous process improvement in HR-related practices in order to enhance the quality and efficiency of output/delivery
- Produce the necessary policies and guidelines to reflect the local requirements
- Localization of the global policies and ensuring that the local labour law is considered
- Act as technical manager for all HR staff in the area offices
- Ensure managers are familiar with the necessary tools and procedures within people management
- Ensure to request technical support from either the region or HQ
- Manage the HR team in the country office and ensure their capacity enhancement to perform their job

### **Experience and technical competencies: (include years of experience)**

- Minimum 6 years working experience in HR with at least 2 years in a senior HR management role within an NGO.
- Demonstrated understanding and working knowledge/experience of Human Resources Management principles, concepts & processes.
- Excellent skills in handling and advising on complex people management issues.
- Good facilitation skills and ability to deliver induction briefing/training.

### **Education: (include certificates, licenses etc.)**

- Postgraduate degree in the field of strategic human resources or business management, or similar
- HEAT (preferred)
- PI (preferred)

### **Languages: (indicate fluency level)**

- Full proficiency in spoken and written English

### **Key stakeholders: (internal and external)**

- SMT
- HR Region and HR HQ
- External legal advisor
- HR in the area offices
- All managers in the Country office

Find the definition of DRC's Core competencies [here](#)

[All DRC staff should master the 5 core competencies:](#)

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

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**Basic:** I master the essentials, but may at times need help from others

**Advanced:** I can work independently at full professional level.

**Expert:** I am the go-to person when others need help.

### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo). OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

### Further information

Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

