

50-H-3

Approved by



29/07/2023

**DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION (DPNEF)**

**JOB ANNOUNCEMENT**

<b>Job Title</b>	<b>HR and Administration Manager.</b>
<b>Department.</b>	<b>Administration and HR:</b>
<b>Location</b>	<b>Juba, Central Equatoria state, with 10% filed visit.</b>
<b>Report to</b>	<b>Executive Director.</b>
<b>Duration</b>	<b>9 months with possible Extension.</b>
<b>Position Opened</b>	<b>South Sudanese Nationals Only.</b>

**A. Organizational Background**

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

We partner with children, families, and their communities to reach their full potential by tackling the causes of poverty and injustice education in South Sudan and making sure that all children:

- enjoy good health and nutrition!
- are educated and prepared for life's challenges and opportunities.
- are protected from harm.
- are participating in the decisions that affect them and their communities.
- live in resilient families and communities with diversified livelihoods to be able to provide for their current and future needs.

<b>Vision</b>	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
<b>Mission</b>	Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.

The Human Resources and Administration Manager reports to the executive Director. The Manager provides support to the officer and colleagues in the DPNEF Organization by executing HR services through applying knowledge...



theoretical HR models, as well as understanding of organizational HR policies and procedures.

#### **Summary of key functions/accountabilities:**

- Under the supervisor's guidance, provide accurate and timely advice to clients on HR processes and policies, ensuring the highest level of client-orientation.
- Support supervisor in proactively advising on the resolution of human resources issues by recommending equitable and transparent solutions that protects both the staff and organization's interests in accordance with policies, regulations and procedures.
- Research and compile data that conveys organizational progress towards gender equity and cultural diversity.



#### **2. Strategic Human Resources**

- Research and provide data which helps inform the improvement of HR systems, policies and processes.
- Keep abreast and research best and cutting-edge practices in HR management and contribute to the development of global policies, procedures and introduce innovation through sharing of best practices and knowledge learned.

#### **3. Support to Implementation of assigned Human Resources Services**

- Provide support to various or one specific HR occupation (recruitment, job classification, career development, performance management, data analytics, learning & development etc.) to help their supervisors in implementing efficient client services that help either attract, retain and/or motivate staff of the highest Caliber.
- When assigned casework in the relevant area on either a routine or non-routine basis, analyse and synthesize issues and problems, and interpret established, formal guidelines to address and recommend solutions or further actions required.

#### **4. Learning and Capacity Development**

- support the design and delivery of learning plans for staff.
- Contributes to the mapping of competencies for all staff included in the assigned client portfolio, assisting in the development of a comprehensive framework in support of the development of the talent pipeline.

- Research on efficient and cost-effective learning products which enable staff to develop their skills and competencies.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Provide orientation briefing to new staff.



#### 5. HR Data Analytics

- Collect, interpret and analyses HR data to help inform decision making on HR processes and strategies.
- Support the development and implementation of data collection systems to optimize data quality.
- Coordinate with country offices and partners to provide assistance in their HR information management.

#### Impact of Results:

- Researching a body of rules, regulations and precedents to determine eligibility for entitlements or benefits
- Helping the supervisor determine qualification requirements for vacant posts
- Comparing the qualifications of several candidates with those of the post Classifying unique job descriptions by application of promulgated classification standards.
- Helping determine the action needed in order to improve staff skills through the identification of individual and organizational training needs
- Ensure the most appropriate methods of training to meet these needs or analysing work to determine the relative worth of jobs

### C. Core Competencies and Qualifications Required.

#### Qualifications

The position requires a master's degree in human resources management, Business Management, Non-Profit Management, Public Administration, International Relations, or a related field, as well as at least 5

years of experience in grant management, program design, implementation, and fund-raising, preferably within South Sudan

Command of local dialects of Arabic shall be an added advantage.

#### **SKILLS, KNOWLEDGE, ABILITIES:**

Strong organizational ability; experience in post-disaster and emergency project management, and the ability to work independently and as part of a team; ability to understand the cultural and political environment and to work well with multiple stakeholders in a diplomatic manner; demonstrated knowledge of international humanitarian assistance and development programs with emphasis on the functions, policies and procedures of the international NGOs and the UN system, excellent interpersonal skills and proven ability to identify, plan and coordinate program and operational support to a field-based operation. Experience in capacity strengthening of local partners and staff strongly desired. Experience in program development and management in the areas of Sustainable Agriculture & Food Security, Economic and Social Development, education and Global Health preferred. Excellent written and oral communication skills in English required, and with other languages a plus. Experience in working with national organizations is a plus. Must be available to work outside normal office hours or on the weekends as required by contact with DPNEF security, or other obligations. While performing the duties of this job in the field, the employee may be exposed to security risks and/or very basic living conditions, and extreme weather conditions.



#### **D. Application Procedure**

Interested candidates should strictly submit to the e-mail address [jobs@dpnef.org](mailto:jobs@dpnef.org) and CC [info@dpnef.org](mailto:info@dpnef.org) or hand delivery to the following address hand delivery to the following address **Savannah House, First Floors, Buluk behind Lokita Petrol Station, Juba, South Sudan** and please submit the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 5 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position.
- Scanned copy of National ID/Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters, the application e-mail should indicate on the subject line the Job Title. Only short-listed candidates will be contacted for interviews. **Closing date for receiving applications is 16<sup>th</sup> of August 2023 by 16.00hrs.**

DPNEF is committed to achieving workforce diversity in terms of gender, Nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply mostly women are encouraged to apply. All applications will be treated with the strictest confidence.