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Approved by
SI Inspector



***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: People & Culture/HR Coordinator – Ethics and Compliance
Reporting to: P&C Director
Location: Juba
Availability: As soon as possible

Purpose of the position:

The purpose of this position is to work independently, with little or no supervision to review, analyze allegations, initiate, plan, lead and conduct work place investigations as part of the staff disciplinary process as reported to the Senior Leadership.

Conduct analysis, write reports, documenting investigation plans, results and follow- up on actions / recommendations.

ROLES AND RESPONSIBILITIES:

Coordinate Workplace Investigations

- Lead and/ or conduct all assigned work place investigations (Safeguarding, fraud, misappropriation and abuse related investigations) in WV South Sudan offices in response to reported allegations on violations of WV policies or law. Conduct or support investigations relating to ethical misconduct and mismanagement as part of the staff disciplinary procedure.

Incident Management and Tracking

- Prepare investigation Plans, conduct preliminary investigations.
- Prepare reports for approval by the People & Culture Director or her/his designee.
- Design and complete investigations tracker and dashboard and provide quarterly updates to the leadership.



Incident analysis and evidence generation

- Together with the other assigned team members, analyze and evaluate data to provide facts regarding investigations.
- Provide conclusions and remedies to management based on investigative findings.
- Prepare reports with sufficient evidence as the basis for conclusion for review by the National Office IPH Team.
- Interpret and makes recommendations on investigation policies, procedures, practices and processes.

Coordination

- Supervise and guide other assigned investigation team members in zones and National Office in execution of the assigned investigation assignments.
- Training and capacity development
- Conduct on-going training on staff P&C and Finance policies and procedures and also provide technical guidance to other staff members nominated for investigations.
- Based on the request from leadership, conduct business process review of functions for effective quality and service delivery. Provide recommendations to the leadership for effective internal controls.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone as per the instruction below:

Interested applicants should apply through the link:

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| Advert Duration | 12 th October 2023 to 31 st October 2023 |
| Click this link/copy this to the browser & apply | https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/People---Culture-Coordinator---Ethics---Compliance_JR25439 |

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through. Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

