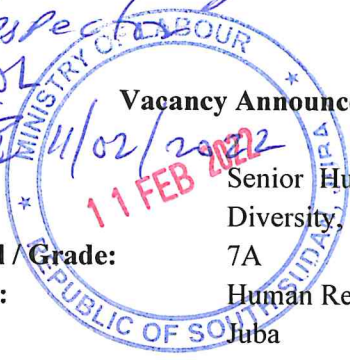




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Approved by
8/Inspector
Moz
11/02/2022



Vacancy Announcement

Job Title: Senior Human Resources Manager (Gender Equality Diversity, and Inclusion)
Band / Level / Grade: 7A
Department: Human Resources/Administration
Location: Juba
Overtime Eligible: (per local law) Exempt

Background

The International Rescue Committee responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, IRC offers life-saving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in more than 40 countries and in 22 U.S. cities, IRC restores safety, dignity and hope to millions who are uprooted by conflict or disaster. IRC leads the way from harm to home.

Learn more about IRC in South Sudan here:

<https://rescuenet.rescue.org/Interact/Pages/Content/Document.aspx?id=2446>

Job Overview

The Senior Human Resources Manager (Gender Equality, Diversity and Inclusion GEDI) will support the country program efforts to ensure equality, diversity and inclusion in both programs and operations, with a strong focus on gender equality and disability inclusion.

In addition, this role will play a pivotal role in creating and empowering an organizational culture that fosters a respectful, inclusive environment where each employee can learn, grow and contribute to the organization’s success.

The role will include but not be limited to the following:

Implementation

- Support the implementation of the GEDI Action Plan and other organizational priorities set by the IRC to fulfil its ambition to become a diverse and inclusive organization, in accordance with country-level priorities, regional and global frameworks
- Support organizational transformation to align with GEDI values and principles by, inter alia, facilitating collective learning processes, fostering feminist management and leadership practices, and strengthening the inclusion and the voices of the under-represented and structurally disadvantaged groups of staff
- Facilitate the enforcement of harassment-free/ anti-sexual harassment, safeguarding, respect at work and other relevant policies
- Collaborate with HR and other relevant colleagues on the socialization and implementation of anti-harassment/ anti-sexual harassment, respect at work, and safeguarding policies (against sexual abuse and exploitation of adult and child clients, against harassment and bullying among staff, against sexual harassment of staff)
- Collaborate with the Humanitarian Access and Security Coordinator to conduct gender-sensitive and inclusive Security Risk Assessment (SRAs) and develop effective Security Management Plans (SMPs)





HR Management / Operations

- In close collaboration and supervision by the Deputy Director HR, the Senior Human Resources Manager (Gender Equality, Diversity, and Inclusion GEDI) contributes to the implementation of the Human Resources Management Policies,
- Takes specific responsibility for initiation of the HR Development plan from the performance management system and follow up of the same to ensure availability of adequate skills mix and competencies required to deliver the IRC's GEDI strategy.
- Responsible for administration of the HR Information System, practices and policy through documentation, data entry and management in line with the IRC HR strategy and objectives. The job holder may be called upon as and when necessary to support the emergency response team in cases of humanitarian crisis.
- Participate in the development, implementation and review of Human Resource plans and policies, ensuring that these are aligned with IRC GEDI values and principles.
- Participate in the development of the HR GEDI budget and monitor its implementation in line with the HR plan and facilitate Human Resource related events/ workshops.

HR Support

- Responsible for the review of job descriptions; working closely with respective Head of Departments and line managers to ensure that in addition to clarity of roles and avoidance of duplication, GEDI considerations are clearly articulated.
- Ensure that new staff orientation pack materials are aligned with IRC GEDI values and principles.
- Collaborate with operations and program teams on ensuring greater gender balance, inclusion, and representation of the staff, including by conducting gender/GEDI analyses of HR data and policies, ensuring recruitment and career support processes are aligned with GEDI values and principles

Training, Development & Evaluation

- Build the capacity of staff and, when relevant, of partners to undertake contextualized intersectional analysis, to design and implement transformative programs, and to ensure our human resource strategies are gender-sensitive, inclusive, and equitable
- Support the capacity-building, empowerment, and active functioning of the Women at Work (W@W) network and their focal points, GE/GEDI Champions and other relevant roles, e.g., Personnel Committees, Safeguarding Focal Points, IRC Way Day ambassadors on GEDI related matters
- Build the capacity of managers and leaders to foster an inclusive and gender-sensitive culture and lead by example
- Incorporate gender considerations into the Performance Monitoring Plan, with an emphasis on designing indicators that will drive high-value program activities
- Be the PSEA focal person of IRC for both internal and external purpose
- Organize, facilitate, or participate in GEDI-related events
- Produce and disseminate GEDI-related materials, including information about the country programs efforts and good practices
- Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization).

Qualifications

- Bachelor's degree in Human Resources Management or Social Sciences.
- Professional HR certification is highly desirable.
- Master's Degree in a relevant field will be an added advantage.



- A minimum six (6) years of relevant experience with at least two (2) years of experience in a similar role, e.g., fostering gender equality at workplace and in programs; experience working closely with structurally excluded groups is a plus
- Excellent analytical skills with a strong focus on gender and inclusion
- Previous experience working with an international NGO in a cross-cultural setting, preferably in the HR sector.
- Previous team leader experience and knowledge of team dynamics desirable.
- Demonstrated understanding and proficiency in the field of Human Resources Management and ability to work under minimum supervision.
- Good understanding of national legal requirements relating to HR, including labor laws and administrative guidelines.
- Knowledge of the organizational policies, systems and procedures formulation and management.
- Highly intuitive with good interview, negotiation, and counselling skills
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Excellent planning, coordination, and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities
- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, facilitation, and coaching
- Computer literacy and excellent documentation skills are a must.
- Excellent time management and planning capacity.



The IRC and IRC staff must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

We are committed to narrowing the gender gap in leadership positions. We offer generous benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances. We welcome and strongly encourage qualified female professionals to apply.

All staff, regardless of role, are required to create a culture of client responsiveness by requesting and using client feedback data to make decisions. In addition, all staff are expected to demonstrate inclusiveness when making programmatic decisions and working with clients, partners and colleagues from diverse backgrounds. You can read more about the IRC's commitment to client responsiveness here: <https://www.rescue.org/resource/client-responsiveness-introduction-and-faq>

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org not later than **2nd March 2022**.



NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION; SENIOR HUMAN RESOURCES MANAGER (Gender Equality, Diversity, and Inclusion).

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

