

SO. H. J  
Approved by  
Inspector of Labour  
30/10/2023



30 October 2023

Job-advertisement

VA No. VFHSS-23112023

### The Organisation background

Vision for Humanity South Sudan is a National NGO, Women led, non-profit and a non-partisan organization registered under the non-governmental organization act 2016 of the Republic of South Sudan by the Relief and Rehabilitation Commission (RRC) Organization that was established in 2019 April, dedicated to helping the needy and neglected children and women in South Sudan. Vision for Humanity South Sudan Holistic approach focuses on women's and children's basic needs like education, development, intervention, protection, care and overall development. Our beginning was simple, the intention was to create support structures that would help provide tools like education, shelter, food, and hope for those children and women of marginalized communities across South Sudan. We actively run and manage numerous grassroots level initiatives that facilitate basic education and development services for underprivileged children and women in communities in South Sudan

Our Strategies & Objectives VFH-SS plans to achieve its mission and overall goal by focusing on the two following strategies and objectives: 1. Women Empowerment Enhance women's agency to participate effectively in all political, social, economic, cultural, peace, and security processes at all levels and spheres within the south Sudan. 2. Ending Gender-based Violence eliminate all forms of gender-based violence and mitigate its effects on survivors and their families.

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.



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<b>TITLE:</b>	Human Resources and Administration manager
<b>LOCATION:</b>	Juba_South Sudan
<b>CONTRACT LENGTH:</b>	1 year
<b>PROGRAMME:</b>	HR & Administration
<b>CHILD SAFEGUARDING :</b>	The responsibilities of the post may require the post holder to have regular contact with or access to children or young people majorly in schools where VFH-SS operatives.
<b>ROLE PURPOSE:</b>	<p>The Director of HR &amp; Administration shares in the overall responsibility for the direction and coordination of the head Office. The Director of HR in his/her capacity is responsible for Human resource management, HR development and Compensation management, General Administration sections of the head Office and entire organization in south Sudan and its related direction, supervision, capacity-building and evaluation of staff. S/he will also be responsible for ensuring that the VFH-SS minimum operating standards and quality framework are being met for HR, Administration and Govt Relations.</p> <p>The Director of HR &amp; Administration will work closely with the Director, key staff and with Regional HR to manage and lead the HR and Administration function, as well as managing the HR needs to responding to the humanitarian crises.</p> <p>This role will build awareness of the HR function at the country level and will be accountable for ensuring the implementation of the HR policies and best practice consistent with vision for humanity and compliant with local labour regulations. The Director of HR &amp; Administration will provide a strategic approach direct support and supervision to HR and Administrative staff within VFH-SS main office as well as dotted line supervision to the HR function within the field offices.</p>
<b>Reports to:</b>	Country Director
<b>Number of Direct Reports:</b>	one

#### KEY AREAS OF ACCOUNTABILITY

##### As a member of the Senior Management Team:

- Demonstrate behaviours that are consistent with Vision for humanity south Sudan's Mission, Vision and Values and ensure their broader application by staff across the programme.'
- Contribute to a conducive and productive work environment in a way that promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our teams to deliver outstanding results for children and excellent customer service for our members and donors
- Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to programme needs
- Help establish, maintain, and improve active and regular working relationships with: humanitarian and development donors, host government authorities, partner agencies, and other NGO actors
- Ensure the Country Office complies with relevant Vision for humanity south Sudan standards of Quality Framework and standard operating procedures

##### Strategic Human Resources Planning:

- Responsible for conceptualization, design and management of staffing strategies to ensure that the organisation acquires and retains a qualified workforce capable of meeting current organisational challenges in both development and emergency contexts



- Work closely with the programme departments to ensure that adequate HR inputs are provided and incorporated during development and implementation of all projects/programmes.
- Ensure appropriate job descriptions for critical and senior positions are developed and reflect Vision for humanity south Sudan's dual mandate
- Ensure hiring practices are fair, equitable and consistent and comply with local regulations, conduct ongoing analysis to determine organizational staffing profile
- Prepare/participate in long range people forecasting & HR planning for the organization
- With inputs from senior managers, assess competencies and skills in light of changing context and content of job holders and advise Country Director
- Prepare terms and conditions of employment and issue all employment and consultancy contracts for Country Directors approval in compliance with VFH-SS Labour Laws (when required) and any other relevant Member guidelines
- Ensure appropriate and adequate emergency HR procedures are detailed in the Country Office Emergency Preparedness Plan in order to enable rapid scale up, and that all HR staff members understand and are able to perform their roles in an emergency.

#### Human Resources Management

- Ensure maintenance of updated information on staff salaries, allowances and income-tax calculations and ensuring compliance with current laws and regulations in close collaboration with the Director Finance and other members
- Ensure the required level of HR support to all field offices.
- Institute and manage an appropriate Performance Management and Succession Planning system to ensure that the organization has a ready supply of staff with the requisite skills and competencies.
- Take a lead in implementing the performance management system in alignment with the organizational goals
- Design development tools for improving employees' efficiency and skills on the basis of individual development action plan

#### Staffing and Employee On-Boarding

- Support management in ensuring that adequate staffing is maintained for successful program delivery through effective recruiting process, retention strategies and development and capacity building of our national staff
- Understand current and anticipate future staffing needs, build pools of ready candidates through internal succession planning and external market knowledge. Work closely with recruiting managers to ensure right organization structures are in place, right job descriptions and grading, and right timing for recruiting activity
- Based on agreed staffing plan directly support the HR Manager to facilitate the recruitment, selection, placement, induction and debriefing of staff and ensure that best practice of recruitment and selection policy and practice is implemented across all areas
- Directly support the HR Manager on the development and effective induction plans and processes. Ensuring that all staff are aware of the policies and practices relating to their employment. Establish evaluation procedures for monitoring the effectiveness of the induction process and feedback to line managers

#### Pay and Benefits

- Overall management and design of competitive and appropriate compensation and benefit policies for all employees, including short term and/or contract employees in emergencies
- Conduct compensation reviews, compute Cost of Living Allowance, formulate and implement employee benefit schemes and insurance packages and review periodically to bring in best practices
- Ensure that the compensation and benefit policies are cost effective, competitive, and equitable and are implemented effectively.
- Liaise with state HR to ensure that there is an appropriate job evaluation system in place and that there is continuity in job descriptions, titles, salary scale and organizational charts.
- Give guidance and support to the HR Manager to ensure that all managers' staff have job descriptions; updated and current contracts which are compliant with local labour laws



### Emergency staffing and Development

- Facilitate the HR aspects (such as deployment mechanisms) of the Country Office's Emergency Response Team
- Provide necessary HR support for incoming surge capacity during emergencies, working closely with Regional and Head Office HR
- Work closely with the Support Services team to ensure the smooth coordination, facilitation and integration of emergency response staff with that of the normal programme staff.
- Work closely with the team to plan and execute the Emergency Response staffing needs and HR and Administrative responsibilities with the Security Management Plan and SOPs and Contingencies

### Human Resource Policy

- Responsible for development, management and effective communication of Vision for humanity south Sudan's human resources employee policies and procedures.
- Plan, develop and implement personnel policies and procedures in accordance with the organisation's goals and statutory requirements
- Ensure that HR policies reflect a workplace free of discrimination and incorporate gender and diversity values of Vision for humanity south Sudan
- Resolve all issues that arise pertaining to personnel administration.
- Prepare medical contingency plans and policies for staff and supervise HR administrator in maintaining personnel files for staff and all HR related documents

### HR Development & Employee Relations

- Manage the overall Employee Relations for the organization
- Set the tone in terms of a positive management culture and ethics and facilitate their institutionalisation at all levels, and ensures good teamwork within all field offices and the country office, as well as with other Member staff visiting or being deployed to the Country Office, including within emergency responses.
- Provide assistance and guidance to senior management staff to identify trends in employee relations issues and work with them to rectify issues.
- Work closely with management and other management staff to manage and coordinate grievance management and disciplinary proceedings involving any staff member and recommend appropriate action to resolve disputes.
- Advise Country Director on appropriate actions for prevention and response to any legal issue arising out of Vision for humanity south Sudan's work or employment, coordinate actions with legal counsel
- Provide guidance in formulating organization level staff development initiatives so that Vision for humanity south Sudan has staff with the necessary skills and competencies
- Provide guidance to Programme functions in finalizing plans for capacity building of staff and formulating the annual training calendar
- Work with other Vision for humanity south Sudan partners to explore opportunities for cross visits, temporary duty assignments and learning opportunities.
- Provide support to Programme plans and assessments for capacity building of partners, including partners' HR planning, skills assessments and HR policies
- Ensure induction for all new Vision for humanity south Sudan staff and support line managers to carry out induction sessions
- Ensures outgoing staff go through a proper exit interview in order to gain feedback and insights on Vision for humanity south Sudan's programme, organizational processes and systems

### Administration

- Supervise VFH-SS and promote values of efficiency, responsiveness and accountability; finalize and ensure familiarity and compliance with vfh-ss Policies & Procedures Manual and ensure compliance with Government laws and contractual obligations.
- Update a manual on administration systems and regularly update according to changing organizational requirements and global policy. Ensure all staff are fully briefed in operating the administration systems.



- Ensure to provide all necessary support services including lease agreements, arrangement of training & workshop, social event management for smooth operation of office and program delivery activities.
- Ensure liaison with Government relevant departments
- Support the Administration Manager in the review and updating of all contracts and leases to include relevant insurance coverage and renewal of licenses and permits
- Through direct support to the Administrative Manager, lead on ensuring compliance with Health and Safety regulations

### SKILLS AND BEHAVIOURS (Values in Practice)

#### Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Vision for humanity south Sudan values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Vision for humanity south Sudan, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

#### Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

#### Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

#### Integrity:

honest, encourages openness and transparency; demonstrates highest levels of integrity

### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- Minimum 6 years' experience in Human Resources Management
- Qualification in Business Administration or Human Resources Management at postgraduate level or equivalent in work experience
- Commitment to Vision for humanity south Sudan's human resource policy
- Excellent management skills including analytical, problem solving, decision-making with a range of options, influencing, organisational and coordination
- Highly developed communications skills (English and Arabic) both written and verbal in order to establish effective relationships with a wide variety of internal and external stakeholders
- Resourcefulness and creativity in order to develop the role of HR business partnering within the Country Office and all the states
- Proven success with leading on Learning and Development with a core focus on capacity building in teams and setting frameworks for staff development
- Measured efficiency in being an advisor for senior managers on the wide range of HR issues and legalities
- Commitment to working in a multi-cultural environment with respect for diversities

#### Desirable:

- Experience working with Vision for same field of processes and policies
- Experience working for an international employer like UN
- Experience working in the NGO sector



**FURTHER INFORMATION & HOW TO APPLY:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to: The VFH-SS HR Juba Resources Office via the email below. *The position must be clearly indicated in your subject-line*

**Deadline for receiving applications is on 17<sup>th</sup>, Nov, 2023 by 5.00 PM via email at: [vision4humanityssd@gmail.com](mailto:vision4humanityssd@gmail.com)**

This position is open to South Sudanese nationals only.

- Female Candidates are strongly encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

