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**JAM**  
HELPING AFRICA HELP ITSELF

Joint Aid Management () is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Kaujok.

is seeking a Qualified South Sudanese national for following position:

**Job Title: HR & Administration Manager (1 position)**

**Location: Juba South Sudan with travels to Field site.**

**Reports to: Director of Operations**

#### **PURPOSE:**

The role is responsible to lead, provide sound technical overall advice, coordination and manage Human Resources and Administrative functions within JAM Operations by ensuring efficient support to the program in accordance with existing JAM policies and procedures with a focus on compliance to the operations handbook. The position holder is expected to contribute to strengthen the overall functions within the department. The position will be under direct supervision of the Director of Operations.

#### **RESPONSIBILITIES:**

##### **Management**

- Lead and manage the Human Resources and Administration team (including people planning, performance, well-being and development, travels)
- Implements and monitors support services, including procurement of supplies and services, transport, travel, communications, and information technology support.
- Manage the timely and efficient delivery of all administrative services, (e.g., premises, asset management, organizational and personnel security, travel, and IT)
- Manage the acquisition, maintenance, inventory, recording, verification and protection of project and administrative facilities/assets, including IT infrastructure, equipment, and servers.
- Constantly monitor and analyze the operating environment to identify potential risks and take action/refer critical issues for intervention to ensure delivery of results.





- Provide technical support, advice and capacity build the Human Resources and Administration team
- Advise and assist managers in Human Resources related issues and concerns.
- Ensure HR & Administration department functions are fit for purpose by providing capacity building and training to relevant staff (across departments) according to the JAM Operations.
- Lead development of relevant SOPs to clarify roles and responsibilities of staff across department to ensure clarity of processes in line with country HR strategy.

## Recruitment, development, and people planning

- Drive and support recruitment and selection activities ensuring compliance with recruitment process
- Work with senior management team and senior staff on new staff retention strategies and initiatives
- Ensure proper onboarding process
- Ensure oversight and consistency in position titles and grades, across all field locations.
- Develop/maintain local processes for staff development
- Assist managers to identify, recommend and approve Learning & Development initiatives for their employees through

## Performance, well-being, and compensations & benefits

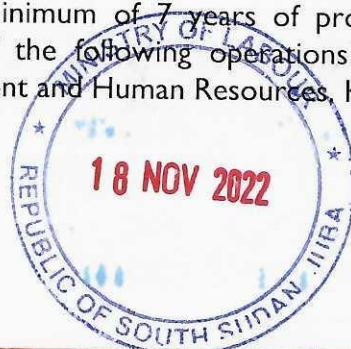
- Proactively respond to and manage performance counselling, employee grievances and disciplinary issues as required, with a focus on building manager competency and ensuring that documentation is kept
- Lead the performance management process
- Lead people well-being initiatives

## Human Resources Policies and Support

- Maintain and update Staff Human Resources Handbooks as necessary
- Proactively pursue continuous process improvement in Human Resources related practices to enhance the quality and efficiency of output/delivery.
- Work closely with HQ to share information and provide support as required

## Required Qualifications:

- Advanced University Degree (master or equivalent) in a relevant related field is required
- University degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.
- Work Experience - A minimum of 7 years of progressively responsible experience covering at least two of the following operations functions: Procurement, Finance, Logistics/ Asset Management and Human Resources. Knowledge of the other functions is desirable. –



- A minimum of 3 years of leadership experience, including a proven track record managing staff and operational systems is required.

**To Apply:** Qualified candidates are encouraged to submit their full CV with a covering letter Hand Delivery to Juba Office At Equatorial Tower 4<sup>th</sup> Floor or by email to [jamss.recruitment@int.com](mailto:jamss.recruitment@int.com) please clearly mark the position title. **Deadline for submission: 8<sup>th</sup> December 2022.**

JAM is an Equal Opportunity Employer considers all applicants on the basis of merit without regard to race, sex, color,

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

