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Approved by
MoL
S/mbach
19/01/2022



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals? Welcome to Welthungerhilfe - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "Zero Hunger by 2030" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

HR Coordinator –external recruitment in Juba, South Sudan

Announcement date: 19th January 2022

Closing date: 8th February 2022

Contract duration: three months' probation period with possibility for extension for 12 months.

Salary grade: 6 or 7 on 10-grades salary scale, depending on experience.

Background:

Welthungerhilfe (WHH) in South Sudan has been implementing activities in nine locations in the states of Northern Bahr el Ghazal (Aweil and Nyamlel), Greater Equatoria (Juba, Yei, Yambio and Torit) and Unity (Bentiu, Ganyiel, Nyal) since 2011, with its programs focused in humanitarian assistance, rural development, livelihoods, nutrition and food security, and WASH sectors. Currently WHH South Sudan implements 19 projects across the country, and in 2020 alone supported 610,000 women, men, girls and boys.

WHH is currently looking for a qualified and seasoned HR professional to support the HR Department in smooth management and development of its team of +/- 250 staff.

Job purpose:

The aims of the position are to manage Welthungerhilfe's personnel administration and human resources development and to provide respective services to internal customers.

The HR Coordinator reports to Deputy Country Director/ HR Manager, closely coordinates with Senior Management Team, works with Heads of Projects; provides technical support to HR Officers in nine Project locations.

The position requires visits to Project locations.

Key responsibilities:

- Lead the process of employment planning and assist the management in defining future personnel needs (employment planning)

- Lead recruitment for new positions, from vacancy announcement to contract signing
- Lead the Employee onboarding process
- Manage compensation and benefits issues, incl. assessment of the competitiveness of Welthungerhilfe salaries through benchmarking with other agencies
- Lead the rollout of the annual Employee Dialog, support the Heads of Projects, Heads of Departments, and other line managers in proper use of the appraisal tools
- Support the SMT in the creation of the annual capacity building plan; oversee and coordinate its implementation, organize training events
- Support SMT in selection of the HR software, track annual leave until the HR software is rolled-out
- Review and update the National Staff Human Resources Handbook
- Train and capacitate HR Officers in Project locations
- Initiate and coordinate the employee representation in all Project locations, serve as Focal Point between the employee representation and Senior Management Team
- Represent WHH at the court when required.

Your profile:

- 3 – 5 years of experience in a similar role with an INGO and/ or the Government of South Sudan
- University Degree in HR management or administration related studies
- Understanding of job evaluation and job analysis systems
- Experience with HR Information System or payroll software
- Hands on experience with labour legislation in South Sudan
- Excellent analytical and communication skills
- Ability to think, discuss possible solutions and passion to learn new things is essential
- Good communication and problem-solving skills
- Ability to keep the highest level of confidentiality
- Excellent knowledge of English
- A high level of mental and physical resilience and readiness to travel to areas with volatile local conditions
- Excellent spoken and written English, Arabic or German language skills an asset



Application procedure:

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION HR COORDINATOR"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "Questions – HR Coordinator"

Applications should not reach later than **8th February 2022 at 5pm.**

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

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