

ADVERTISEMENT– HUMAN RESOURCE MANAGER
Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Human Resource
Reporting to: Head of Support Services
Base Location: Juba, South Sudan
Working Area: South Sudan



Summary of the Position

MAG is looking for qualified Human Resource Manager to maintain oversight of the HR Function within MAG

South Sudan programme. Ensure MAG South Sudan operates effectively and efficiently, in compliance with South Sudan Labour Law and with MAG Donor policies and procedures, including Safeguarding.

Specific Areas of Responsibility

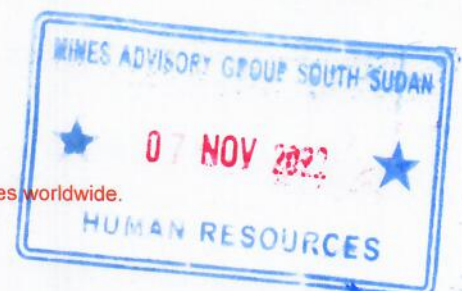
Management

- Work as part of the support team, supporting the Head of Support services in strategic cross-departmental issues
- Provide advice and guidance to the programme SMT on a range of operational and strategic HR issues
- Provide line management, guidance and support to HR department staff
- Manage the Admin Officer

Labour Law Compliance

- Ensure that HR policies and procedures are in place are compliant with all labour law, highlighting any current or future areas of risk or non-compliance to the SMT.
- Ensure that contracts, handbooks, policies and procedures are compliant with national and provincial labour law and reflect current practice
- Represent MAG in meetings with government authorities – labour offices, INGO's and UN agencies as required
- Lead on liaison with legal advisors on all labour law issues including employment contracts, changes to government policies and staff insurance

Terms and Conditions and Employee Relations



- Provide HR support to Safeguarding activities as directed by the Programme Safeguarding lead
- Provide advice and guidance to managers and staff in relation to a wide range of HR issues including terms and conditions, health and welfare, employee relations, performance and termination processes
- Support the HoSS to conduct regular and proactive reviews of national staff salaries and benefits
- Manage the process of implementing any contractual changes
- Policy briefings to staff and trainings on CoC and Safeguarding

HR Data, Management Information and Administration

- Ensure that HR database is kept up-to date
- Payroll preparation and updating the employee database
- Maintain oversight of an effective and efficient HR and administration system including both hard and computerised files, ensuring that personnel files are complete and kept up to date in each location, that adequate paperwork is maintained to evidence robust HR and admin procedures
- Provide the HoSS with regular management information including staff numbers, absence data etc. through the completion of a regular monthly report/trackers on the set deadlines
- Work with Country Finance Manager to manage an accurate and efficient monthly payroll process
- Liaison with CEGA and HR in the UK to ensure the administration of insurance cases including collation of receipts and medical reports.
- Capacity building planning
- Maintain capacity building data on staff development

Recruitment and Selection

- Ensure that efficient and transparent recruitment processes are applied for the selection of new staff and internal promotion
- Support the Head of Support Service in motivation and retention of staff members
- Ensure that recruiting managers have the necessary skills, training and tools to carry out effective and efficient recruitment, selection and induction initiatives
- Develop the over delivery of the induction and briefing to new employees

Staff Performance

- Be responsible for close oversight of staff performance, ensuring that all relevant staff are covered by the formal performance review process and that identified training and capacity needs are fully addressed
- Provide training and briefing to international and national staff and managers to increase their understanding and ability to implement HR policies and procedures

- Support HoSS on the design and implementation of a programme training plan and continually work to identify development opportunities
- Oversee the staff disciplinary process, leading on implementation of the policy and provide advice to the HoSS and line managers on the appropriate course of action during matters concerning staff discipline
- Assist the HoSS and/or lead on investigations concerning employee complaints, and disciplinary & safeguarding issues
- Assist the HoSS to develop and manage issues such as succession planning, employee retention, and change management

Administration

- Provide oversight of existing administration procedures and develop new processes as needed to ensure MAG South Sudan maintains quality internal administrative systems
- Standardize HR and administrative systems across all areas of the programme
- Conduct regular and proactive checks of the administrative procedures in each location to ensure that procedures are being followed including time sheets
- Liaise with other managers across the programme including Logistics, Finance and Fleet to ensure effective cooperation and that admin procedures are efficient
- Manage the HR team effectively and efficiently, carrying all usual managerial tasks

General

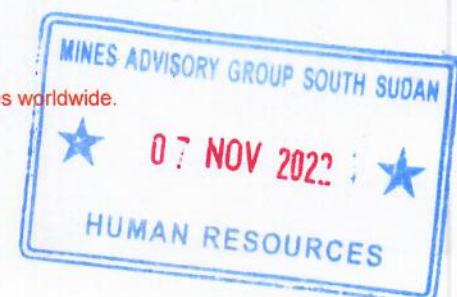
Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise, ensuring that all policies are available and known, regular refresher training is carried out to all staff, materials and resources are distributed.

- Relay all relevant information to the SMT which may affect their area of responsibility
- Continuously work to improve existing procedures and recommend ways to increase the cost efficiency, quality and best use of resource
- Represent MAG with major stakeholders, partners and local authorities at the provincial, district and commune levels, to ensure MAG's best interests and smooth implementation of the project activities across all location
- Undertake regular reviews of the accommodation available and advising, through HoSS, of any improvements or changes that may be required
- Complete any other duties in response to the needs of the programme and position
- Regular travel to the field
- To always work within the MAG Code of Conduct.

Person Specification

Knowledge

- Up to date knowledge of relevant South Sudan Labour Legislation
- Knowledge of MAG's activities



- Excellent English skills

Experience & qualification

- Degree level qualification or Professional qualification in HRM from a recognized university/institution with a minimum of 5 years' experience in Human Resource Management in an INGO
- Experience of designing and implementing Administrative and HR systems and processes
- Experience in developing and overseeing HR management systems (Salary structures, appraisal and performance monitoring.
- Experience of line managing staff
- Experience of designing and delivering training to colleagues
- Experience of interpreting and applying labour law and developing effective and compliant company policies

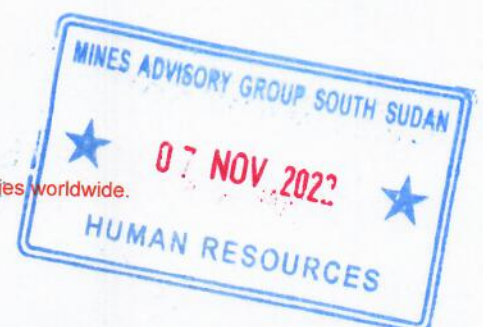
Aptitude

- Ability to work with a wide range of people from different backgrounds and educational levels
- Ability to represent the organisation externally
- Proactive approach to work and enthusiastic to work towards continual improvements of processes and policies
- Ability to work under pressure and meet deadlines
- Commitment to the guiding principles of MAG

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.



Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to the County Director.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 18th November 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

