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Approved  
*[Signature]*  
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Franklin Graham *President*



### Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

**Job Title:** Deputy Director of Human Resources  
**Reports to:** Director of Human Resources  
**Work Location:** Juba, Republic of South Sudan with frequent travel to SP Project field sites.  
**Department:** Projects – HR– South Sudan  
**Deadline of Application:** 02<sup>nd</sup> December, 2021

### SUMMARY OF THE POSITION

The Deputy Director of HR deputizes the Director of HR. The role supervises a team of HROs and Senior HROs and is responsible for HR operational activities in SP South Sudan.

The position holder is responsible for handling all personnel administrative matters from employee entry to employee exit and will provide quality and efficient service including, standardization and consistent implementation of HR policies, practices and procedures across all SP bases and offices in South Sudan, ongoing guidance and advise on implementation of policies and procedures and; capacity building, technical support and business partnering with line managers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide leadership to ensure HR systems and procedures are implemented, manage HR processes for national staff as it relates to Staffing, Compensation, Benefits, Time-off, Performance Management, Rewards & Recognition, Staff Care, Payroll, succession planning, Organizational Development, Training, Compliance and Record Keeping. Oversee immigration, leave management and in country exit processes for expatriate staff.
2. Provide support to ensure that human resources policies and procedures are well implemented and adhered to by all staff within client area.
3. Provide support to payroll manager and finance department in managing and processing payroll. Ensure timely flow of accurate information with regard to changes in personnel positions, duty stations and remuneration package.



4. Maintain comprehensive human resource records and oversee the management and of HR records in the cloud system to ensure compliance with organizational and legal requirements, as well as provide HR information to the organization as and when needed.
5. Interpret and train managers and staff on new/amended and existing procedures, policies and guidelines indicated in the HR manual.
6. Plan for and implement regular scheduled and unscheduled HR audits and other risk mitigation measures. Ensure identified gaps are addressed within agreed timeline(s) and recommend to management appropriate action to mitigate future risks
7. Manage HR vendor relationships, such as legal counsel, health insurance, training and other contracts as needed.
8. Develop and maintain healthy relationships with the government and nongovernment organizations of South Sudan in the field of HR.
9. Provide supervision and guidance to HR staff members on daily work priorities. Mentor and train HR staff to increase capacity. Handle any issues that junior staff members are unable to handle.
10. Maintain awareness of current events, changes in statutes and respond, as appropriate, to the changing legal environment of South Sudan.
11. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
12. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

#### QUALIFICATIONS:

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND EXPERIENCE

Master's degree from an accredited college or university in Human Resources Management, Human Resources Management, business Administration, Public Administration, organizational Psychology, Industrial relations, or related field.

1. Minimum of **8 years'** relevant working experience in similar environment, 3 of which should have been managing/supervising a HR department/team of comparable size.
2. Strong knowledge of and experience in interpreting and applying South Sudan labor laws



3. Proven operational HR experience of providing a senior generalist HR service to managers across a full range of HR issues
4. Experience of building and developing the capacity of HR staff through the use of training, performance management frameworks and development plans

### **SKILLS REQUIRED**

5. Computer proficiency in Ms Word, MS excel spread sheet
6. Knowledge of South Sudan and/or Sudan labor laws is highly preferred
7. Excellent skills in problem solving and conflict resolution, crisis management and training facilitation.
8. Ability to work well within a team and build positive team spirit.
9. Highly self-motivated.
10. Ability to pay attention to detail and work under pressure in a cross-cultural environment.
11. Experience working in a multi-cultural environment.
12. Ability to plan, organize, manage time, and meet deadlines in an ever changing environment.

### **SUPERVISORY RESPONSIBILITIES**

Provides supervision to HR staff and mentors and coaches others through influencing, coaching, motivating, direction, review and feedback.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Arabic language skills preferred but not required

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.



## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. May travel in-country with exposure to communicable diseases, hot and humid weather conditions.

Samaritan's Purse maintains **Zero Tolerance** to all forms of abuse and mistreatment, including Sexual Exploitation and Abuse of beneficiaries and staff, Sexual Harassment, Intimidation and Bullying.

**How to apply:** Address your application to HR Department, Samaritan's Purse International Relief. Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification and three professional referees to Samaritan's Purse – Juba Office in Hai Cinema near Quality Hotel by **02<sup>nd</sup> December, 2021**. Only South Sudanese applicants will be considered for this position. Women are strongly encouraged to apply. Applications can also be sent via email to:

[RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org)

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

