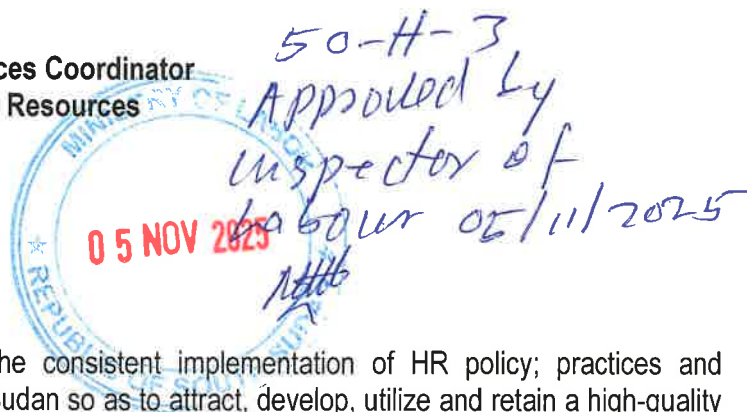


Vacancy

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.

Vacancy: Human Resources Coordinator
Reports to: Head of Human Resources
Duty Station: Juba
Start Date: Nov, 5th 2025
Deadline of Application: Nov 25th, 2025



JOB PURPOSE

The Human Resource Coordinator oversees the consistent implementation of HR policy; practices and procedures in people management in SP South Sudan so as to attract, develop, utilize and retain a high-quality workforce in support of SP's Mission in South Sudan.

As a key member of the Human Resources team, and in close collaboration with the Head of Human Resources, the HR Coordinator specifically leads on standardization and implementation of HR policies, practices and procedures across all SP bases and offices in South Sudan through capacity building, technical support and business partnering with line managers.

The position holder will be responsible for directly working with HR officers and Senior HR officers in ensuring all HR processes in the employee cycle from entry to exit are professionally managed as per applicable SP guidelines, national laws and HR best practices in order to support the mission of SP in South Sudan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. HR Business Processes & Systems

- Ensure standardization of HR business processes across SP bases and locations
- Monitor and continually review HR processes and systems to ensure relevance and compliance.
- Lead in the implementation and roll of new HR policies, processes and initiatives and processes across SP South Sudan.
- Coordinate with HR Officers and Senior HR Officers in carrying out HR wellbeing surveys and HR clinics. Recommend/implement appropriate actions to address issues raised.
- Plan and implement delivery of staff wellness programs in collaboration with HR Officers/ Senior HR officers.
- In collaboration with ministry teams develop and implement spiritual care programs across SP South Sudan.
- Carry out field HR support visits to address staff concerns that need attention



- Coordinate timely investigations of grievances and disciplinary issues and facilitate mediation and inquiries and ensure conclusion and responses to the parties involved. Key point of contact in coordinating closure of disciplinary cases with external parties such as ministry of labor.
- Review exit reports/carry out staff exit meetings and regularly prepare appropriate recommendations/reports for management action.
- 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.
- Maintain comprehensive human resource records and oversee the management and of HR records in box to ensure compliance with organizational and legal requirements, as well as provide HR information to the organization.
- Prepare HR budget estimates and regularly monitor HR budget spend. Advise on appropriate corrective action where necessary.

2. HR Business Partnering

- Coordinates with line managers to address people concerns. Provide specific advice and solutions (including case-by-case support where necessary) on the sensitive and complex issues of policy interpretation and implementation of procedures for both management and employees. Advise line management when HR decisions may need to be outside the scope of established procedures and policies.
- Support HR officers/ Senior HR officers to timely acquire and place quality staff in accordance with applicable policies and guidelines.
- Coordinate administrative processes so that HR support (core HR functions) meets the needs of the organization, ensuring compliance with good practices and legal obligations, and ensuring a high level of service for all HR processes:
- Coordinates Immigration & Liaison with Labour office

3. Payroll Management.

- Ensure that timesheets for all national staff are dully submitted and maintain the time sheet tracker which should be shared on a quarterly basis.
- Review and consolidate payrolls from all field bases for review and approval of Head of HR

4. HR Policies

- In consultation with Head of HR, actively participate and take lead where required in the development, review and implementation of HR policies and strategy
- Proactively advice management and staff of any changes in HR policies, employment law and guidelines; and the implications thereof

5. Team management

- Provide technical support to the HR Officers and Senior HR Officers to ensure that they carry out their responsibilities to the required standards
- Carry out continuous assessment, coaching, mentoring and counseling for HR Officers and Senior HR Officers.
- Identify HR Officers and Senior HR Officers capacity gaps and support/initiate strategies to remedy them. Support the career growth and development of HR teams



6. Performance management

- Promote a performance culture in SP South Sudan through capacity building of staff/managers on understanding of the process and methodology(ies)
- In conjunction with HR Officers and Senior HR Officers and department managers, coordinate and ensure timely setting and review of performance goals for staff. Ensure that subsequent feedbacks and follow-ups are logically concluded.
- Consolidate and regularly avail performance management information for use in management decision making.

7. Reporting

- Provide quality reporting according to needs. Review and consolidate all HR reports from all bases and submit to Head of HR by required timeline.
- Collaborate as needed, with different departments in the contributions to external and internal audit engagements.

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

Bachelor's degree (B A.) from an accredited college or university in Human Resources Management, business Administration, Public Administration, organizational Psychology, Industrial relations, or related field. Masters degree preferred.

- Computer proficiency in Ms Word, MS excel spread sheet
- At least 7 years' relevant working experience in similar environment
- Strong knowledge off and experience in interpretation of South Sudan labor laws
- Proven operational HR experience of providing a senior generalist HR service to managers across a full range of HR issues
- Experience of building and developing the capacity of HR staff through the use of training, performance management frameworks and development plan
- Ability to build relationships quickly with a wide variety of people, both internally and externally.
- Ability to pay attention to detail and work under pressure in a cross-cultural environment.
- Ability to plan, organize, manage time, and meet deadlines.

SUPERVISORY RESPONSIBILITIES

Provides supervision to HR Officer/ Senior HR Officers and/or HR interns (as applicable) 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 basic graphs.



Signature and handwritten number 25

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 employees of the 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.

Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.

Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

How to apply:

Address your application to HR Department – Samaritan's Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Country Office situated in Hai Cinema next to Landmark Hotel or our field site bases by **November 25th, 2025 before 5:00 PM.**

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.

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




5/11/25
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