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Approved by
S. Inspector

STAND / FOR THE VULNERABLE™

World Relief South Sudan
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Job Title: Human Resources Manager
Department: Finance and Administration
Reports to: Director of Finance & Administration
Duty Station: Juba, South Sudan

JOB SUMMARY:

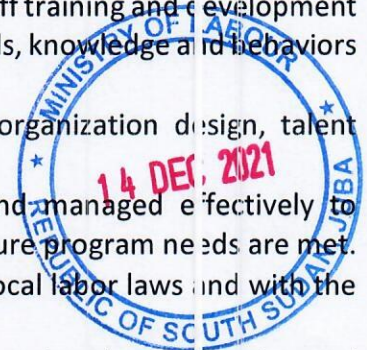
The Human Resources Manager is responsible for planning, organizing and coordinating the overall human resources functions and ensures implementation of WR's HR policies, systems, and procedures in close coordination and communication with the Director of Finance & Administration. S/he will provide effective support to managers to build and retain a team with the right skills to deliver organizational goals. The post holder will identify and effectively manage HR risk within the Country Office, ensuring full compliance with local Labour law and WR's HR policies and procedures both locally and globally.

SPECIFIC JOB DUTIES:

- Plans, organizes and coordinates the overall human resources function of the organization.
- Ascertains that all job openings are filled timely and oversee the employment process of selected candidates based on the HR manual of WRSS.
- Develops and implements a staff recruitment plan in accordance by liaising with managers at different levels/ specific projects to assess their respective staff needs and initiate the recruitment process as per WRSS policy and labor laws of South Sudan.
- Oversee Staff related policies, manuals and procedures in alignment with Labor Law, global policies, changing context and staff feedback to ensure a coherent and fit for purpose framework for people initiatives and development.
- Consolidates and submits weekly and monthly HR reports to Director of Finance & Administration highlighting key staff developments or emerging issues that have direct/ may affect WRSS staff/ HR operations;
- Facilitates induction by ensuring that all new joiners are effectively informed about the organization, its strategies, policies and the purpose of their role in the delivery of organizational and Country Office strategy.



- Liaises with management on the preparation of induction and orientation materials and events to ensure new staff know about WR and are able to reach full functionality.
- Oversees the proper administration of staff salary and benefits according to a adopted scale and guideline.
- Ensure maintenance of updated information on staff salaries & benefits, and income tax calculations in compliance with laws and regulations and adopted scale and guideline.
- Coordinates and facilitates the setting up of staff performance management objectives;
- Coordinates and ensures the implementation of performance appraisal process and ensure administration of complete evaluation reports.
- Closely works with staff supervisors to facilitate/ undertake staff training and development needs analysis for the staffs at different levels based on the skills, knowledge and behaviors required to deliver strategies and goals.
- Promote gender diversity and disability inclusion through organization design, talent management and leadership development at all levels.
- Ensures training and development budget is earmarked and managed effectively to maximize the capacity building of staff so that current and future program needs are met.
- Ensures that the organization is compliant with the relevant local labor laws and with the codes of practice.
- Answers queries regarding WRSS's policies and procedures related to corrective and disciplinary actions, reductions in force, separation, and grievances.
- Ensures the existence of updated HR/personnel policies, rules and regulations that will enable the organization attract, motivate, train, develop and retrain its employees;
- Provides management direction, supervision and counselling to all HR staff including HR Officers in Juba and field-based HR team.
- Plan and execute capacity building of HR personnel.
- Ensures that similar procedures, formats and process are being implemented at each hub and field offices
- Ensures that staff are properly informed about HR systems and procedures in place and in practice
- Keeping up-to-date with HR developments (both local and global contexts)
- Ensures that minimum operating standard of HR function are met at each field office
- Ensures proper record keeping, filing and archiving of personnel files
- Ensures payroll has been initiated and processed on time. Review and update staff list in the payroll the payment allocated to staff.
- Ensures all staff have completed and signed time sheet at the end of every month.
- Coordinates the staff spiritual enrichment. Organize morning devotion and other spiritual activities for WR South Sudan.
- Ensures staff work permit, visa, passport registrations and flight (domestic & international) bookings have been done on timely basis.



- Ensures all personnel files are created and updated periodically as per any formal communications to staff, leave tracking, appraisals, ... etc. HR manager shall conduct personnel document audit trial.
- Ensures timely notice on staff contracts according to the Laws of South Sudan or according to the terms and condition stated on personnel contracts.
- Ensures proper exit procedures are done for staff leaving the organization. Facilitate exit meetings, clearance process liaising with finance and logistics department.
- Liaises with South Sudan NGO Forum and Humanitarian HR Clusters to represent WR and update staff on important and relevant information.
- Performs other related tasks as required.
- Advise the CD and SLT on all relevant South Sudan Laws, Policies and Procedures relating to HR Management
- Conducts regular market surveys on salaries and remuneration to ensure WR salaries remain competitive in the labor market
- Coordinates with and represents WR in all relevant government ministries and agencies
- Conduct induction to newly hired staffs and training to all staffs on all policies and procedures related to HR management

JOB REQUIREMENTS

Academic Qualification

- Bachelor degree in Human Resources, Business Administration and/or Management.
- Diploma in Human Resources plus 3 years of experience

Work Experience

- Minimum of 5 years progressive relevant work experience, out of which two years at supervisory role.

Other Skills Requirements

- Demonstrated competence in organizational development, coaching and compensation.
- People centric and work well under pressure and to deadlines.
- Very good MS Office skills
- Excellent verbal and written communications skills
- Fluent in speaking, reading, and writing English

APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for



- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interest potential candidates should submit the above items in the application in any one of the following ways:

Submission to the world Relief Juba Office in Hai Cinema Tender Box

Online submission by email to WRSSRecruitment@wr.org copying GEizabeth@wr.org including the job title in the subject line or email.

Applications must be received by 3rd January 2022 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

