

## VACANCY ADVERTISEMENT

**Position;** Human Resource Manager

**Duty Station:** Juba Office with field visit in other South Sudan location.

**Reporting to:** Head of Mission

**Functional:** Regional HR Coordinator

**Coordinate with:** Country Finance Coordinator

50-H-3  
Approved by Senior Inspector  
MOL/RSS/JT  
Charlo  
06/02/2023



### About INTERSON;

**INTERSON** is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people

### Objectives

Ensures that INTERSON is a responsible employer, supports proper management of HR and assumes full responsibility for management of HR and legal issues in the mission. S/he works with the technical support of the Regional HR Coordinator and the Head of Mission for the management of National Staff (policies, strategies, rules and tools), designing, regularly updating and implementing internal regulations for the country. S/he supports HR and administrative management of international staff in South Sudan.

The HR Manager will have the following duties and responsibilities:

#### Strategic Human Resource Management

- In consultation and coordination with the Head of Mission, Program Coordinator, Country Finance Coordinator, define and lead the HR strategy, HR strategy and develop, maintain, and support implementation of staffing plan.
- Lead the HR People strategy in the country office including Performance Management, Engagement & Culture, Talent Planning, Compliance and Benefits
- Creating a best-in-class employee experience, with an emphasis on engagement, development, and culture for all staff.
- Work with country SMT, to ensure that HR systems, including policies and procedures, are developed, continuously monitored, and updated, and in accordance with local laws and defined organizational standards.



- Confer with management and supervisors to implement a workforce planning system by identifying future staffing needs, including key competencies to support the attainment of Corus policies.
- Work with senior managers to optimize organizational structure for maximum operational efficiency.
- Ensure mechanisms are in place for appropriate delegation of authority during absences of senior staff.
- Collaborate with key partners to assess and strengthen their human resources capacities.

## **Recruitment, Development, and Management**

- Ensure that Ministry of labor legal regulations and policies are followed in management of staff recruitment.
- Work with hiring managers to source, recruit, and retain high quality staff aligned with organization's vision, mission, and values, both full time and part time staff as needed Work with management and supervisors to identify human resource needs, job specifications, job duties, qualifications and skills, team fit, and weighted criteria for evaluating candidates for open positions.
- Ensure an HR representative participates in hiring committees for all positions. Participate in final hiring decisions for all positions.
- Develop and maintain network of contacts to help identify and source qualified candidates and best advertising sources.
- Ensure appropriate reference and background checks are carried out for new hires Manage documentation for offers for new hires, working with Head of Mission or designee on salary recommendations.
- In conjunction with Head of Mission and hiring manager or supervisor, negotiate offers with candidates for open positions.
- Support Senior Management team in reviewing performance of Strategic Plan, identifying staff training needs, and developing action plans for staff development and ensure funds for workforce development are budgeted and utilized appropriately.
- Ensure all phases of the performance management system are implemented according to organizational guidance,
- Oversee the orientation/on-boarding system for national and assist in in-country orientation for international staff including providing the region and country-specific information for the orientation of new international staff.

## **Payroll, Compensation and Benefits**

- Perform job analysis and advise on job description development.
- Provide guidance and input to senior managers and operations development staff to ensure salaries and benefits are appropriately budgeted for.
- Regularly review national staff compensation packages to ensure that salaries and benefits are in line with legal requirements, that benefits administration is in line with best practices and are competitive and at par with market within the development industry.
- Ensure effective management of social security and insurance programs for staffs.
- Compute Monthly payrolls and ensure Finance department receives all payroll related changes in a timely manner
- Provide guidance and ensure implementation of rewards and recognition programs including merit increment and service awards.



## **Employee Relations, Activities, and Wellness**

- Assess effectiveness of current HR policies/procedures and recommend changes to improve alignment with business needs, manage risk, and remain in line with agency and local government changes.
- Advise managers on the interpretation/application of HR policies and procedures to ensure compliance with organization, donor, and local legal requirements.
- Liaise with Ministry of Labor on staff related matters.
- Liaise with local legal counsel to consult on HR issues as needed.
- Consult and advise senior managers on highly confidential and complex human resources and employee relations issues.
- Support supervisors and senior staff to deal firmly and promptly with performance, discipline, and grievances issues.
- Establish an effective approach to employee relations, including staff communications, employee engagement, conflict resolution, and employee recognition and feedback programs.
- Represent the organization in forums related to HR management practices, policies, and processes to stay abreast of local labor regulations and industry best practices.
- Advise management and supervisors on disciplinary action process .
- Oversee the implementation of the staff wellbeing policy.

## **Personnel Administration and Documentation**

- Ensure HR Records and employee personnel files, including pre-employment, during and post-employment records (employee contracts, job descriptions, performance evaluations, leave and benefits records, compensation, and benefits plans, exit interviews) are maintained as required per donor, and local law and copied to headquarters.
- Ensure job descriptions are up to date and responsibilities and performance expectations are clearly communicated.
- Ensure monthly time sheets are completed in a timely way including effective and efficient processing and authorization of staff timesheets and leave.
- Ensure proper internal control for all human resources issues.
- Address HR audit issues and lead the closing of any HR Audit findings.
- Provide support field Office HR Day to day activities including recruitment matters.
- Liaise with the field locations to ensure relevant documents are sent to the Juba HR office for filing and processing in a timely manner.

## **Miscellaneous responsibilities**

- Ensure proper leave records are maintained.
- Ensure that all regular HR reports are submitted to relevant departments/officer in a timely manner.
- Other relevant tasks as assigned.

## **Requirements:**

### **Qualification and Experience.**

- Bachelor's Degree in Humana Resource Management
- Minimum of 5 years work experience with NGO
- Excellent verbal and written skills in good written and spoken English.







- Knowledge, experience in training and staff redevelopment policy design, formulation and development
- Strong management skills including analytical skills, judgment and decision making
- Resourcefulness and creativity in order to develop the role of human resource training and development within the programme
- Ability to work collaborative with human resource management, training and development teams
- Proven track of records in capacity building, training and development
- Strong interpersonal and organizational skills, and ability to work under pressure
- Strong computer proficiency, particularly with Microsoft Excel, Access, Word,

## APPLICATION INSTRUCTIONS:

Interested applicants can submit their applications to **INTERSOS Recruitment team** through e-mail [recruitment.ross@intersos.org](mailto:recruitment.ross@intersos.org). Deadline for submission is February 28th, 2023, by 5:00PM South Sudan Local time.

Together with the CV please attach Motivational letter, Work certificate, School diploma. Automatic disqualification if the documents are not complete and if the same candidate applied 2 times.

INTERSOS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, disability status.

**Open to South Sudanese nationals ONLY**

