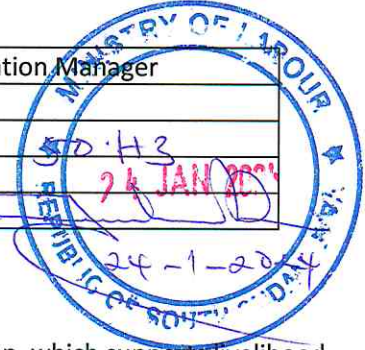




**ACTION AFRICA HELP SOUTH SUDAN  
VACANCY ANNOUNCEMENT  
COUNTRY HUMAN RESOURCE AND  
ADMINISTRATION MANAGER**



<b>Job title</b>	Country Human Resource and Administration Manager
<b>Department</b>	Administration
<b>Location</b>	Juba, South Sudan
<b>Contract type</b>	Fixed
<b>Reports to</b>	Country Program Coordinator



**BACKGROUND**

Action Africa Help International is a regional NGO registered in South Sudan, which supports livelihood challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living, with Country Programs in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia. AAHI has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities. AAHI also works with other marginalized communities, including pastoralist and people living in informal urban settlements.

**OVERALL RESPONSIBILITY OF THE POSITION**

The HR & Administration manager will lead, provide strategic HR and administrative direction and guidance on the development and monitoring of progress related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative and external liaison functions of the country office. The function should be carried out in a manner that ensures there is a conducive working environment, a skilled and motivated workforce that facilitates the achievement of the organization's objectives and that the organization is in compliance with employment legislation and policy guidance in South Sudan.

**DUTIES AND RESPONSIBILITIES**

- a) **Human Resource Policy**
  - Work collaboratively with SMT to develop and implement integrated HR solutions, including design, review and management of HR and admin policy and procedures and monitor all HR and admin activities and practices to ensure compliance with South Sudan labour laws and AAHI internal policies.
  - Manage industrial and employment relations matters and provide mentorship, training, advice and general guidance to managers and supervisors on labour laws and related market practices so as to ensure a harmonious work environment.
  - Ensure that the organization's overall human resource policies, rules and regulations and procedures comply with South Sudan labour law.
  - Train managers and sector heads and supervisors on basic staff management and disciplinary skills and provide counselling support to all staff.
  - Continually review and update the terms and conditions of service of employees and ensure that these are communicated to all staff.
  - Continually review pay and reward systems that are in place within the budget lines so as to ensure that employees are sustained and motivated.
  - Train staff on other AAHI essential policies such as PSEA, Whistleblowing etc. and monitor their implementation.

- b) **Performance Management**



- Coordinate the performance management process to drive a high-performance culture and all related functions including staff appraisal, training, planning and implementation and incentive schemes.
  - Ensure that all key jobs have back up and that the organization is not over-dependent on any one individual for successful operation.
  - Conduct performance evaluation training and monitor projects' and sectors' performance in conducting the performance evaluation.
  - Manage the human resources planning process to determine the organizations long term staffing needs through discussing the personnel needs with project managers and sector heads and prepare personnel forecast to plan employment needs.
  - Liaise with managers and sector heads and develop individual human resource staff to help them achieve full potential and deliver consistently high-performance standards.
- c) **Recruitment, selection and on-boarding**
- Direct and manage the recruitment and selection process and train line managers in interviewing, assessment procedures and on-boarding.
  - Put in place appropriate employment policies and procedures and recruit staff ensuring the new employees receive proper induction regarding their duties and terms of employment.
- d) **Learning and development**
- In liaison with the SMT, identify and implement staff development programs, promotions and career progression.
  - Put in place and regulate and update succession plans that ensure the continuous availability of internal candidates to fill vacancies within the supervisory and management grades.
  - Sensitize all staff on the HR and admin policies and guidelines and coordinate staff capacity building in all the AAHI field offices including review of the systems/ processes to identify and address gaps for effective services delivery.
  - Develop and drive employee assistance programme, career management programme and improvement in work place environment and facilitate engagement within the organization by conducting surveys to gauge level of satisfaction within AAHI South Sudan.
  - Identify cost effective areas and drive process changes through effective communication and enforcement of new ways for working.
- e) **Reporting and management of human Resources Metrics**
- Responsible for HR and Admin monthly reporting including but not limited to Board Reports, Monthly HQ and Country Directors reports, score cards and other management reporting as may be required from time to time.
  - Monitor the compensation and benefits data of the organization to determine the competitiveness of the compensation plan.
  - Handle staff grievances in a prompt, conscientious manner while paying heed to the program needs and policies.
- f) **Leadership**
- Provide HR and admin direction, leadership, capacity building and coaching interventions and build a competent and motivated HR and admin team to support the country programmes in line with AAHI South Sudan Strategic Plan.
  - Keep abreast with strategic HR and admin issues in the country and provide inputs into the development of country strategic initiatives.
  - Oversee staff welfare and disciplinary matters, including investigations of incidences of policy violations, prepare reports and leads in mitigation measures.
  - Develop and manage HR and admin budget.
  - Lead the Human Resource functions in resource mobilization, ensuring that necessary HR and Admin requirements are incorporated into project proposals.





- Work in collaboration with the Country Finance Manager to provide inputs in the processing of monthly staff payrolls.
- g) **Administration**
- Oversee proper running and maintenance of the office ensuring all appropriate services and office equipment are maintained properly ensuring legal compliance in areas covered by the administrative team.
  - Direct and oversee all administrative operations, logistics related activities including security, procurement, preventive and corrective maintenance of, work permits, Visas and alien registration for international staff, office supplies and travel management.
  - Provide support to other field offices in the country as necessary to ensure all staff on board are properly trained around administrative procedures.
  - In collaboration with head of programs, plan, coordinate and ensure timely project close outs and start-up administrative and HR activities including completion of job descriptions, job advert placements, recruitment and orientation of new staff and employee close out procedures.

### EXPECTED RESULTS

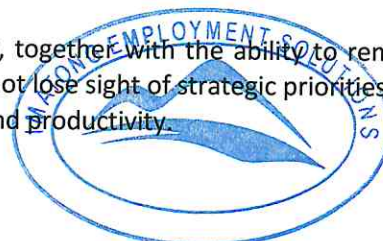
1. Organization HR strategic plan developed to guide talent acquisition and retention.
2. HR management policies and procedures implemented.
3. All new employees have contract, job descriptions and are properly oriented into the new roles.
4. Performance management is built into the culture of the organization and run according to the stipulated timelines.
5. Key staff positions identified, and succession plans developed and maintained for supervisors and management positions.
6. Workforce plans for existing and new projects developed and gaps addressed.
7. Managers and supervisors are made aware of the legal provisions guiding employment relations, disciplinary issues closed first time right with minimum or no risk.
8. Periodic reviews on terms and conditions of employment and administrative issues are conducted, outcomes clearly communicated and an independent plan put in places
9. The AAHI workforce is strengthened through coaching and planned capacity building interventions.
10. Office runs with minimum or no interruption of essential services.
11. HR and admin reports delivered within agreed times and corrective actions implemented.

### QUALIFICATIONS

- A minimum of first degree in HR management, Business administration or social Sciences with post graduate diploma and / or master's in Human Resources Development.
- 7 – 9 years' experience in similar or higher position.

### SKILLS AND COMPETENCIES

- Strong interpersonal and relationships building skills and demonstrated ability to engage internally and externally.
- Sound experience in Human Resource Management, experience working with HR management systems such as ERP/ HR Module.
- Demonstrated performance management and monitoring skills.
- Knowledge of labour laws and employment legislation.
- Effective counselling, communication and listening skills.
- Flexible and adaptable with the ability to produce creative solutions to HR problems.
- Strong industrial and employee relations skills.
- Proven ability to plan, organize and prioritize work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of strategic priorities.
- Computer literate, with high degree of proficiency and productivity.



- Committed to the organizational values of AAHI.

**Application procedure:**

Interested applicants can submit their application – CV and cover letter – (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be “AAHI COUNTRY HR AND ADMINISTRATION MANAGER”.

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with “Questions – AAHI Country HR and Administration Manager”.

Applications should not reach later than **13 February 2024 at 5pm**.

**AAHI is an equal opportunities employer. Both qualified male/females are encouraged to apply or compete for these positions.**

