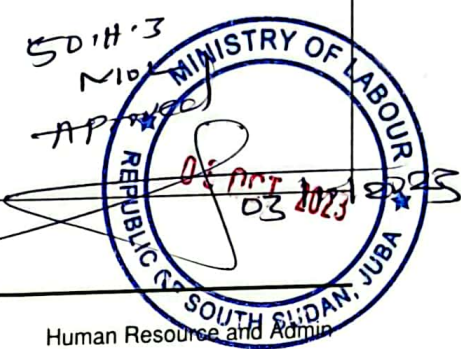




IMPACT HEALTH ORGANISATION
 Juba South Sudan
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Job Opening

Job Title: Human Resource and Admin Manger
Designation: Human Resource and Admin Manager
Company: Impact Health Organisation-IHO
Department: Human Resources - IHO
Status: Open

Planned number of Positions: 1

Vacancies: 1

Purpose / Role

Ensure the necessary human resources and support systems are in place for the rapid and effective mobilization and management.

Responsibilities

Human Resources systems.

- Develop, review and/or update human resource and administrative policies and procedures (compliant with IHO systems) and ensure they are effective, efficient, fair and transparent, and promote equal opportunities. Ensure policies are compliant with the Core Humanitarian Standards and any other relevant local legal instruments.
- Develop, review and/or update human resource policies and procedures for recruitment and management of national staff (terms & conditions of employment, grades, steps & positions, salary structure, benefits, disciplinary procedures, termination). Ensure compliance with local labour laws.
- Conduct regular field travel to project offices to review human resources and administrative procedures and assist/support managers in their needs or ascertain human resource requirements. Appropriately support all emergency personnel as required.
- Ensure a complete orientation package is in place and that all staff are oriented on time.

Recruitment and staffing

- Assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations.
- Coordinate the timely and effective recruitment of personnel.



- Prepare job descriptions, terms of reference and submission of personnel requisitions in coordination with Country Director and Line Managers/Supervisors.
- Prepare regular recruitment tracking reports
- Ensure pertinent organigrams, contact lists, and information flow lines are constantly updated and widely shared.
- Ensure reference checks are conducted prior to hiring new staff

Administration

- Organize as necessary visa applications/ immigration clearance procedures for international staff
- Coordinate travel of local and international staff (itinerary, ticketing)
- Establish and maintain personnel files.
- Ensure all data forms are filled and safely filled
- Coordination of performance and talent management

Staff development, well-being, etc.

- Assess training and development needs of staff and provide appropriate induction and orientation, training, supervision and support as required. Ensure all staff, international and national, always have adequate access to HR/Administrative policies and procedures.
- Monitor and uphold staff conduct and discipline and organize regular performance evaluations of all staff. Ensure that exit interviews/ debriefs are prepared at the end of service.
- Ensure staff have time to relax and have fun to manage their stress in a safe and comfortable environment
- All staff members understand and abide by the IHO Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to IHO's zero tolerance policy for sexual exploitation and abuse of children.
- Responsible for creating a culture of reporting any suspicions of sexual exploitation and abuse. The staff member is responsible for preventing and responding to sexual exploitation and abuse, including the review of PSEA/CP reporting mechanisms in accordance with IHO's Code of Conduct and internal/ external policies.
- The staff member must monitor the development and implementation of PSEA/Child Protection reporting mechanisms in the CO emergency plans, reinforcing IHO's zero tolerance approach to PSEA and Child exploitation and abuse.

Financial Management

Work closely with the Finance and Admin Coordinator to:

- Ensure operational plans and budgets include a plan for human resources and reflect IHO responsibilities for staff management, training, support, security and well-being.
- Assist in the establishment of a payroll structure and payment procedures for national and international staff.

Safety and Security

- Ensure all personnel have received briefing on country or regional security threats, medical and emergency evacuation procedures.
- Ensure that security measures are practiced and enforced to maintain as possible a safe and secure working/ living environment for IHO staff.
- Ensure staff know how to identify health risks in the region, how to protect against illness, injury and stress, and how to obtain support or medical treatment. Initiates and oversees the implementation of a Psychological Support Program.
- Ensure that managers maintain records of work-related injuries, accidents, security incidents and fatalities.
- Ensure all staff understand individual and collective responsibilities for safety and security.

Key Internal Contacts

Country Director, Line Manager / Supervisor, all personnel.

Key External Contact

Relevant government departments administrating national legislation and local labour laws. International Embassies.



Reporting Lines

Reports to the Country Director. May have human resources, administration and office staff reporting to this position.

Selection Criteria

Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of IHO. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to IHO's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of IHO policies and procedures, Good Enough, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience preferable in Human resources Management position..
- Multiple language skills desirable.

Technical Competencies for this position

- Qualifications and / or experience in human resources management or an associated field.
- Demonstrated skills in Human Resources Management.
- A sound knowledge of employment laws and human resources best practices.
- A good knowledge of contract employment.
- Experience and skills in recruitment processes
- Strong interpersonal skills.

How to Apply:

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to IHO Head Office, Bilpham Road TongPing, Near Aida Hotel, Juba-South Sudan, Or sent in soft copy to: jobs@ihosavinglives.org Only shortlisted candidates will be contacted.

IHO reserves the right to shortlist applications prior to the closing date
The Closing date for receiving applications is 20-oct-2023 at 5:00pm

