



VACANCY ANNOUNCEMENT

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **Human Resource Manager-01** position.

Position open date: **February 23, 2021**

Closing date: **March 8, 2021**

Expected Start date: **April 1, 2021**

Contract Duration: **1 Year.**

Location: **Juba**

PURPOSE AND SUMMARY OF THE POSITION

The Human Resource Manager will provide support in coordinating and managing of Human Resource functions for action Against Hunger Country Office. The HR Manager will support AAH in review/implementation of organization's HR strategy, oversee the recruitment process, design /Review Organization policies and set objectives for the HR team. The HR Manager will also help shape our employer brand strategy

HR Manager will be expected to oversee the recruitment process, design /Review Organization policies and set objectives for the HR team. The HR Manager will also help shape our employer brand strategy. To be successful in this role, the Candidate should be familiar with HR technology, including payroll systems and HR information System.

TASK & RESPONSIBILITIES

Under Direct Supervision and Guidance of Human Resource Head of Department, the HR Manager's Responsibilities will include but not limited to the Following.

Objective 1: oversee the recruitment process

- ❖ Manage the recruitment and selection process from gap identification to reference check at the Mission Level.
- ❖ Coordinate with the Field HROs to provide Support in Recruitment Process.
- ❖ Disseminate Recruitment Process to the Program/Hiring Managers and ensure Adherence by all.

Objective 2: Treasury Forecast for HR Department

- ❖ Take lead in preparing forecast required by HR department considering work permits, visas, NSIF's, salaries etc.
- ❖ Liaise with Head of HR department for upcoming events that requires forecasting
- ❖ Ensure timely submission of forecast to Finance Department.

Objective 3: Design /Review Organization policies and set objectives for the HR team,

- ❖ Maintains the work structure by updating job requirements and job descriptions for all HCN positions.
- ❖ Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning.
- ❖ Oversee and manage a performance appraisal system that drives high performance
- ❖ Assess training needs to apply and monitor training programs as well as suggest Improvement to Staff Development Initiatives.
- ❖ Advice Managers and supervisors to ensure compliance with internal policy as well as staff regulations.
- ❖ With support of base HR team, ensure all staff have an up to date performance appraisal.

Objective 4: Help shape our employer brand strategy and Overall HR Strategy.

- ❖ Report to management and provide decision support through HR metrics
- ❖ Ensure legal compliance throughout human resource management
- ❖ Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- ❖ Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions.
- ❖ Together with HR HoD, develop and implement HR strategies and initiatives aligned with the overall Country Office strategy.

Objective 5: Management of day to day issues related to Human resource.

- ❖ Supervise Payroll & Benefits Officer and Human Resource Officer.
- ❖ Nurture a positive working environment
- ❖ Update organizational structure and share with HR HoD
- ❖ Bridge management and employee relations by addressing demands, grievances or other issues.
- ❖ Together with the HR HOD Manage Staff Disciplinary Process.
- ❖ Plan, organize and manage HR functions and participate in developing HR Goals, objectives and systems.
- ❖ Oversea contract management/contract follows for HCNs through giving timely support and Guidance to the HR Officer.
- ❖ Prepare HR Monthly, Quarterly Reports and submit to the Head of HR for review and final upload to the Online Platform/ No Hunger Forum.
- ❖ Take lead in Weekly skype call with bases.
- ❖ Any other work as per Head of HR's request.

GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA and procedures.

INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL	<ul style="list-style-type: none"> ❖ <u>Heads of Bases</u>: -exchange of information and Provision of Field Support. ❖ <u>Other Heads of Departments</u>: collaboration - exchange of information ❖ <u>Finance and Logistic heads</u>: exchange of information and collaboration on financial, logistics matters ❖ <u>HR Head of Department</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting. ❖ <u>CD</u>: exchange of information, departmental reports when required.
EXTERNAL	<p><u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation in meetings</p> <ul style="list-style-type: none"> ❖ <u>Donors</u>: on Human Resources matters or as representative of HR Head of Department.

DELIVERY

Oversee the recruitment process, design /Review Organization policies and set objectives for the HR team. The HR Manager will also help shape our employer brand strategy. To be successful in this role, the Candidate should be familiar with HR technology, including payroll systems and HR information System.

POSITION REQUIREMENTS

QUALIFICATION

- ❖ Bachelor's degree in HR Management or related discipline preferred
- ❖ Business Intelligence/Analytics and Audit is required.
- ❖ Atleast 3 Years Progressively responsible experience in human resources management, administration or related area is required.

SKILLS & EXPRIENCE

ESSENTIAL

- ❖ Proven working experience as HR Manager or other HR Executive with UN or INGO
- ❖ People oriented and results driven
- ❖ Ability to architect strategy along with leadership skills
- ❖ Competence to build and effectively manage interpersonal relationships at all levels of the company
- ❖ In-depth knowledge of labor law and HR best practices

PREFERRED

Functional Competencies (required)

- Knowledge of HR systems and databases
- Demonstrable experience with Human Resources metrics
- Excellent active listening, negotiation and presentation skills
- Previous Work experience as Learning and Development Officer/ Training Officer/ Manager

To apply, please! Send your cover letter, Nationality Identity Card, CV with three professional References and Copies of all Academic Documents to recruitment@ssd-actionagainsthunger.org specifying **Human Resources (HR) Manager**: as the title of your email.

The deadline for receiving applications is **Monday March 08, 2021 at exactly 4:00 PM**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact through email or Phone.

"For Now, Hard copy Applications are not allowed"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are strongly encouraged to apply"

"Applications sent after the Deadline shall not be considered"

"Any Applications sent without the required Attachment (Nationality Card for clear Identification of the Candidates Nationality) will automatically be discarded"

Applications Documents Received shall not be returned to the Candidates hence, do not attach Original copies of your Academic Documents.

