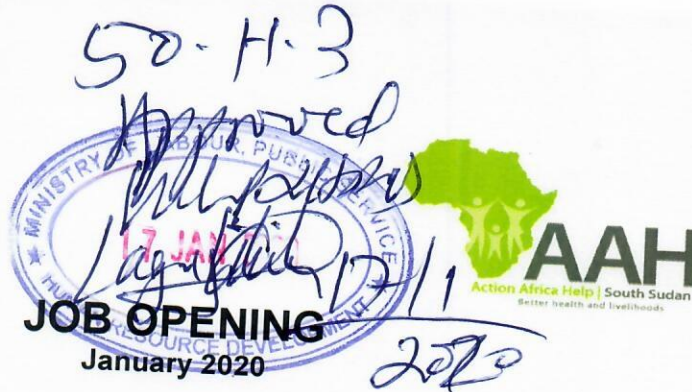


AAH-I South Sudan Country Programme  
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## HUMAN RESOURCES & ADMINISTRATION MANAGER AAH-I South Sudan

AAH-I South Sudan is a Country Programme of Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I is looking to recruit a suitably qualified **South Sudanese national** to fill the vacant position of the Human Resources & Administration Manager to be based at its Country Office in **Juba**.

- Salary Scale:** AAH 4
- Reports to:** Country Director
- Liases with:** Regional HR Director, Country Finance Manager, Head of Programmes, Sector Technical Managers, Project Managers.
- Staff reporting to this post:** HR Officer, Admin/Liaison Officer, Logistics Assistants
- Primary Location:** Juba South Sudan, with travel to field offices as necessary.

### Job Summary:

The HR & Admin Manager will lead, provide strategic HR and administrative direction and guidance on the development and monitoring of processes 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 functions 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 & Responsibilities

#### a) *Human resources policies*

- Work collaboratively with SMT to develop and implement Integrated HR Solutions, including design, review and management of HR and Admin policies and procedures and monitor all HR and Admin activities and practices to ensure compliance with South Sudan Labour Laws and AAH-I internal policies..



- Manage industrial and employment relation 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.
- Ensures that the Organization's overall human resources policies, rules, regulations and procedures comply with South Sudan Labour Laws.
- Train managers, sector heads and supervisors on basic staff management and disciplinary skills and provide counselling support to staff as needed.
- 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 retained and motivated.

**b) Performance management**

- Co-ordinate 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 operations.
- Conducts performance evaluation training and monitors projects' and sectors' performance in conducting the performance evaluation.
- Manages the human resources planning process to determine the Organization's long-term staffing needs through discussing the personnel needs with project managers and sector heads and prepares personnel forecasts to plan employment needs.
- Liaise with Managers and Sector heads and develops individual human resources 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 that 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 regularly review 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 co-ordinate staff capacity building in all the AAH-I field offices including review of the systems/processes to identify and address gaps for effective service delivery.
- Develop and drive employee assistance programme, career management programmes and improvement in work place environment and facilitate employee engagement within the organization by conducting surveys to gauge the levels of satisfaction within AAH-I SS.



- Identify cost effective areas and drive process changes through effective communication and enforcement of new ways of working.

**e) Reporting and management of human resources metrics**

- Responsible for HR & Admin monthly reporting including but not limited to Board Reports, Monthly HQ and Country Director's Reports, Score cards and other management reporting as may be required from time to time.
- Monitor the compensation and benefits data of the organisation to determine the competitiveness of the compensation plan.
- Handle staff grievances in a prompt, conscientious manner while paying heed to the programme needs and policies.

**f) Leadership**

- Provide HR & 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 AAH-I South Sudan Strategic Plan (2019-2023).
- Keep abreast with strategic HR and Admin issues in the country and provide input into the development of Country Strategic Initiatives.
- Oversee staff welfare and disciplinary matters, including investigation of incidences of policy violations, prepares reports and leads in mitigation measures
- Develop and Manage HR & Admin Budget
- Lead the Human Resource functions in Resource Mobilization, ensuring that necessary HR and Admin requirements are incorporated into the Project Proposals.
- Work in collaboration with the Country Finance Manager to provide input 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 Administration team.
- Directs and oversees all administrative operations, logistics related activities including security, procurements, preventative and corrective maintenance, 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 Programmes, 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**

- i. Organizational HR Strategic Plan developed to guide talent acquisition and retention
- ii. HR management policies and procedures implemented.
- iii. All new employees have contracts, job descriptions and are properly oriented into the new roles.



- iv. Performance management is built into the culture of the organization and run according to the stipulated timelines.
- v. Key staff/positions identified and succession plans developed and maintained for supervisor and management positions.
- vi. Workforce plans for existing and new projects developed and gaps addressed.
- vii. Managers and supervisors are made aware of the legal provisions guiding employment relations, disciplinary issues closed first time right with minimal or no risk.
- viii. Periodic reviews on terms and conditions of employment and administrative issues are conducted, outcomes clearly communicated and an implementation plan put in place.
- ix. The AAH-I workforce is strengthened through coaching and planned capacity building interventions.
- x. Offices run with minimal or no interruptions of the essential services.
- xi. 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 Degree in Human Resource Management
- 7 - 9 years' experience in similar or higher position.

**Skills and Competencies**


- i. Strong interpersonal and relationship building skills with demonstrated ability to engage internally and externally
- ii. Sound expertise in Human Resources management, experience working with HR information systems
- iii. Demonstrated Performance Management and monitoring skills
- iv. Knowledge of labour laws and employment legislations
- v. Effective counselling, communication and listening skills
- vi. Flexible and adaptable with the ability to produce creative solutions to HR problems
- vii. Strong industrial and employee relations skills
- viii. 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.
- ix. Computer literate, with high degree of proficiency and productivity.
- x. Committed to the organisational values of AAH-I

**Application Instructions:**

Interested candidates should email application letter and CV (with 3 referees) addressed to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org), or hand deliver in a sealed envelope to AAH-I offices at any of the following two locations:

1. AAH-I South Sudan Country Office, Across the Road from Indian Embassy on Canadian Avenue, Juba Na Bari (Tongping)
2. AAH-I/UNHCR Logistics Base, near JIT Supermarket, Juba.

The email Subject Line must show the job title of the position applied for. Due to the high number of applications we expect, we will only get back to shortlisted candidates. **Applications must be received by 10<sup>th</sup> February 2020.** This position is available to **South Sudanese nationals only.**

  
**Basilio Okello**  
 Ag. Country Director

