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Mailman School of Public Health



POSITION DESCRIPTION

JOB TITLE: HR/Admin Manager

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Juba

DIRECT REPORT: Country Director.

POSITION SUMMARY:

The Human Resources and Administration Manager offers overall support and direction in Human Resources and Administration function for ICAP South Sudan country operations. He/She is responsible to ensure the policies and standards are applied consistently and compliance to ICAP procedures and guidelines within the country's operations in all the Offices. The role also contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The position will work in close cooperation with the Country Director in the country.

MAJOR ACCOUNTABILITIES:

Human Resources Duties

1. Provide leadership and oversee HR operations to ensure strategic initiatives are implemented with a strong emphasis on recruitment, development and retention of high-quality staff.
2. Develop and implement national HR strategies, plans & budgets that support program objectives, and ensure full implementation of defined HR standards & good practices.
3. Conduct analysis and market research on salary and benefits trends. Provide HR guidance and recommendations to ensure the program remains competitive.
4. Establish and oversee recruiting, hiring and orientation plans and procedures for ICAP employees.
5. Establish and oversee internal HR policies, procedures and programs. Ensure communication and compliance with all internal policies and procedures as well as external regulations and applicable labor laws.
6. Manage administration of personnel benefits and compliance with tax laws, including employee terms & conditions of service, salaries & benefits, employment contracts, and leave records.
7. Administer performance management processes to align employee performance with ICAP program goals and objectives and assist management in creating and retaining high performance employees and teams.

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8. Facilitate employee communication, provide employee services and counseling, advice on disciplinary, grievance and conflict resolution procedures, and promote employee safety, welfare, wellness and health.
9. Manage and resolve employee relations issues (Industrial Relations) and assist management with conflict resolution to ensure that issues are identified and addressed promptly, appropriately and fairly.
10. Collaborate with the senior management team on sensitive matters including litigation. Implement preventative measures and assist in reducing litigation by ensuring fair and equitable application of policies and practices.
11. Interface and coordinate with managers and supervisors to enhance communication, education and ensure effective implementation of HR programs. Partner with the international human resources team to administer, communicate and promote ICAP programs and policies.
12. Supervise HR staff members.
13. Conduct regular field trips to project offices to monitor and review human resource and administrative procedures and assist project staff, where appropriate.
14. Manage the country learning and development plan, identify growth and development opportunities for high potential staff, and facilitate management & leadership development initiatives.
15. Ensure annual and mid-year performance reviews are conducted in a timely manner each year.

Administration and Information Technology Duties.

1. Developing and implementing operational guidelines for the office, including ensuring that office space is designed and kitted out in a way that is fit for purpose.
2. Manage asset control, assignment and movement; maintain an updated and accurate asset register and room lists, and ensure that all assets are properly labelled and whereabouts regularly verified.
3. Ensure effective office security, including liaison with Security Company and ensuring adherence to office security policies for all staff and visitors.
4. Ensure that all services are provided on a regular basis and provide good value; process and ensure that all office-running related bills are paid on time.
5. Ensure that all office equipment is operating and well-maintained, including LAN and telephone systems.
6. Prepare and submit timely and accurate monthly Administration reports and dashboards (eg. insurance, keys, etc).

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7. Organize and supervise other office activities (recycling, renovations, event planning etc.), Keep abreast with all organizational changes and business developments.
8. Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance, ensure security of data, network access and backup systems.
9. All other duties assigned by supervisor

EDUCATION

Bachelor's degree in Human Resources; a Master's degree in related field is preferred. MBA is a plus.

REQUIRED SKILLS & EXPERIENCES:

- At least eight (5) years of progressive experience in HR Management with an international organization of which at least 3 years in a senior position.
- Proven leadership skills and competence in people management.
- Demonstrated understanding and working knowledge/experience of Human Resources Management principles, concepts & processes.
- Extensive knowledge on local labor law.
- Excellent skills in handling and advising on complex people management issues.
- Experience in developing Human Resources strategies and policies, and driving implementation.
- Experience with managing large amounts of confidential employee information.
- Ability to adhere to strict professional and HIV/AIDS confidentiality regulations
- Ability to work in a multicultural environment
- **Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV**

How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Please forward your Cover letter and CV to ml4185@cumc.columbia.edu and a copy to fb2399@cumc.columbia.edu ICAP. Indicate the Position you are applying for as "HR/A M"– (indicate the Location)" in the subject line of your email or you can deliver your application and CV to ICAP office located next to **Non – Violence Office near American Residence.**

Application Deadline on Monday August 7th, 2020

Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex,

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