

JOB VACANCY.

About ForAfrika: ForAfrika is an African-founded and led organisation with over 40 years of impact across the continent. We partner with communities through our integrated development continuum: saving lives and building resilience to reach self-sufficiency through our Humanitarian & Development work and unlocking commercial viability through our Social Enterprise activities. We are Africans, delivering African-led solutions for Africa, and we stand by our promise: we're committed to the long run, until the job is done and communities are enabled to thrive

In Southern Sudan, ForAfrika has worked alongside communities and partners across South Sudan to turn urgent humanitarian needs into lasting progress. Our Dynamic Development Continuum connects humanitarian response, long-term development and social enterprise, creating pathways from crisis and dependency towards resilience, self-sufficiency and thriving. We work with communities to strengthen the assets and systems they need to build sustainable futures—from food security, water, health and education to skills, productive infrastructure, finance, markets and enterprise. Our programmes operate across some of South Sudan's most challenging contexts, including GPAA, Warrap, Western and Northern Bahr el Ghazal, and Central Equatoria.

TITLE: HR & Admin Manager – National South Sudanese.

LOCATION: South Sudan

SPECIFIC LOCATION: Juba

REPORTING LINE MANAGER:

Country Director

Technical Line Manager:

HR Director

Position Summary

The role provides HR strategic and operational support for the South Sudan country office. The role supports the effective delivery of HR services across recruitment, contracting, onboarding and off boarding, payroll and benefits administration, performance management, employee relations, and reporting. The HR and Admin Manager plays a key role in supporting a fair, compliant and accountable workplace by coordinating employee relations matters, including grievances, disciplinary processes and workplace concerns. The role ensures compliance with ForAfrika policies, procedures, accountability standards and applicable labour legislation. Acting as a country office HR focal point, the HR and Admin Manager ensures timely HR support, accurate documentation and records, effective communication, and consistent application of organizational policies and procedures. The Manager works under the guidance of the Country Director and helps build the capability of HR and administrative colleagues across locations.

Key Roles and Responsibilities

1. Recruitment, Onboarding and employee exits

- Manage recruitment with hiring managers: confirm role descriptions, prepare recruitment plans

and advertisements, support shortlisting, interviews and tests, communicate outcomes, and prepare employment documentation for approval.

- Manage visa, work permit and related documentation for international staff, working with the responsible authorities and internal focal points
- manage induction and onboarding for new employees in Juba and field offices, including orientation to the role and approved organisational procedures.
- Manage staff exits, including exit interviews, clearance, return of organisational property, final-payroll documentation and closure of personnel records

2. HR systems and employee data management.

Maintain the HR information system and personnel files, ensuring employee data, contracts, remuneration and benefits records are accurate, current, access-controlled and confidential.

- Manage routine employee administration, including attendance, leave, probation, insurance and medical cover, overtime records and staff welfare matters; refer decisions outside delegated authority to the Country Director.
- Maintain leave schedules and related records for workforce planning and payroll processing.

3. Payroll Administration.

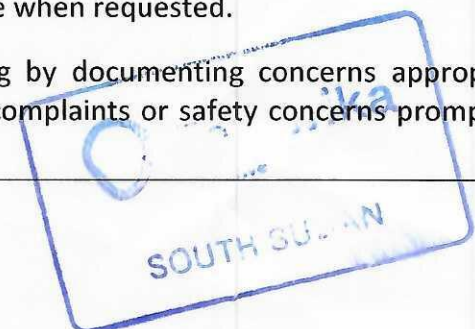
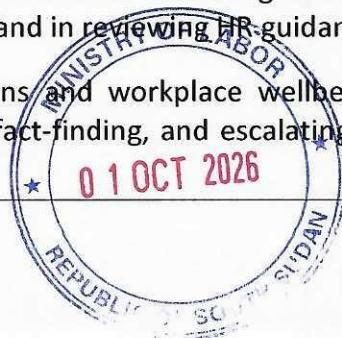
- Manage payroll inputs and checks, ensuring approved changes, attendance, leave and benefits information are submitted accurately and on time to the responsible finance/payroll function.

4. Performance Management and Learning and Development

- Support management in the implementation of performance management in the country.
- Track annual performance appraisals, individual work plans and mid-year reviews; follow up with managers and staff on timely completion.
- Support staff learning and development by identifying training needs, maintaining a training calendar, coordinating internal and external learning, and organizing access to relevant materials.

5. Employee Relations.

- Provide timely, respectful responses to routine staff enquiries. Help prepare employee communications and explain approved HR processes; refer grievances, investigations and sensitive employment matters to the appropriate manager.
- Support the Country Director in communicating and applying approved HR policies, procedures and the staff code of conduct, and in reviewing HR guidance when requested.
- Support employee relations and workplace wellbeing by documenting concerns appropriately, assisting with authorized fact-finding, and escalating complaints or safety concerns promptly and confidentially.





6. HR Reporting.

- Provide HR reporting timely to the country director and the group human resources director

7. Administration and office support

- Manage day-to-day office administration in Juba and provide practical administrative support to field offices, including office supplies, stationery, equipment and service requests.
- Maintain orderly filing and retrieval systems for administrative records, correspondence, asset documentation and service agreements, applying approved access and retention arrangements.
- Manage meeting and training logistics, including room or venue arrangements, invitations, materials, attendance records, minutes where assigned, and follow-up actions.
- Arrange official travel and accommodation for staff and visitors in line with approved authorizations and applicable procedures; prepare itineraries and maintain supporting records.
- Maintain office asset and equipment registers; coordinate issuance, return, servicing and repair requests, and report losses or damage to the manager responsible.
- Manage routine premises and facilities requests, including utilities, cleaning, maintenance, safety checks and landlord or service-provider follow-up, escalating urgent issues.
- Help maintain a safe, orderly and accessible workplace, report hazards and incidents, and support implementation of approved health and safety measures.

8. Compliance, safeguarding and accountability

- Handle personal and organisational information discreetly and only for authorized work purposes.
- Carry out HR and administrative processes consistently with applicable South Sudanese labor requirements and ForAfrika policies and procedures in force; seek guidance where requirements are unclear.
- Promote respectful, fair and inclusive interactions with colleagues and maintain appropriate professional boundaries.
- Perform other duties reasonably related to the role as assigned by the line manager.

Knowledge, Skills and Abilities

- Bachelor's degree in Human Resources Management, Business Administration, Public Administration or a related field, or equivalent relevant professional experience.
- A Post Graduate qualification in HR or Administration is an advantage.
- At least three years of relevant experience in HR coordination and office administration, preferably with an NGO or other multi-site organization at a manager level.
- Practical experience in payroll, administration and employee benefits, with demonstrated



proficiency in Sage 300 People/Payroll or a comparable HR and payroll system.

- Strong computer literacy, with proficiency in Microsoft Office applications, particularly Excel, Word, PowerPoint and Outlook.
- Practical experience in HR support throughout the employee life cycle.
- Experience coordinating office services, logistics, suppliers, travel, records or assets.
- Experience supporting staff across more than one office or in a multicultural team is an advantage.
- Strong organization, prioritization and follow-through, with care for accuracy and deadlines.
- Discretion and sound judgement when handling confidential employee information and sensitive concerns.
- Ability to work collaboratively with managers, finance, procurement, logistics and field teams.
- Competence with standard office software and HR or records systems; willingness to learn ForAfrika's systems.
- Problem-solving, initiative and the ability to work calmly with competing operational needs.
- Fluency in English; relevant local language skills are an advantage.

ForAfrika is an equal opportunity employer committed to diversity, safeguarding, and the protection of children and vulnerable adults. All appointments are subject to satisfactory background and reference checks and to adherence to ForAfrika's Code of Conduct, Safeguarding Policy, and PSEA commitments.

Important notice — conditional recruitment

This position is being advertised in anticipation of a grant award. Identification and pre-selection of candidates will proceed in advance of programme commencement; however, offers of employment and employment contracts will only be issued once the donor grant agreement has been formally secured and signed. Candidates will be kept informed of the status of the award process.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality Identification card through this link

<https://forafrika.simplify.hr/vacancy/ygl7p7> and **Hand Delivery to Juba head office located at UAP Equatoria Tower 4th floor on Right Wing. Please clearly mark the position title. Deadline for submission: 21st October-2026.**

FORAFRIKA is an Equal Opportunity Employer ForAfrika considers all applicants on the basis of merit without regard to race, sex, color and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

