



## Deputy Human Resource Manager, Based in Juba, South



SO. H. 3  
M.O.L  
Approved  
Tashuere  
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**Job Purpose:** The Deputy Human Resources Manager leads the national HR function and ensures the effective, compliant, and timely delivery of HR services across Medair South Sudan. Under the direct supervision of the Programme Support Manager, the role provides managerial oversight of HR operations, ensures compliance with South Sudanese labour laws, and supports strategic HR planning across all bases. Occasional field travel.

### Key Responsibilities

#### 1. HR Leadership & Team Management

- Lead the day-to-day operations of the HR section for nationally recruited staff.
- Supervise HR Officers and HR Assistants, providing coaching, guidance, and task allocation.
- Ensure HR processes are timely, compliant, and aligned with Medair policies and South Sudan labour law.
- Strengthen HR systems, workflows, documentation standards, and internal controls.
- Ensure confidentiality of information held on individual staff

#### 2. HR Administration & Compliance

- Maintain a confidential, accurate, and compliant personnel filing system (physical and digital).
- Ensure all HR practices comply with South Sudan labour laws, social security regulations, and Medair policies.
- Ensure all national staff have valid employment contracts and receive a structured induction.
- Ensure timely preparation of promotions, new contracts, extensions, and contract amendments.
- Lead HR data cleansing and ensure proper document retention in line with Medair standards.
- Coordinate legal documentation for international staff.
- Serve as the focal point for the Medair People HRIS, ensuring accurate updates and generating system reports.

#### 3. Recruitment & Workforce Planning

- Manage and coordinate the full recruitment cycle for national staff: job description updates, advertising, shortlisting, interviewing, and selection.
- Liaise with Programme Managers, Project Coordinators, and PSOs to forecast staffing needs.
- Ensure transparent, fair, and timely recruitment processes.
- Conduct reference checks and ensure recruitment documentation is complete and compliant.

#### 4. Contract Management & Payroll Coordination

- Oversee preparation, issuance, and tracking of all national staff contracts and related documentation.
- Serve as the focal point for national staff payroll preparation.
- Collect, verify, and consolidate payroll inputs; finalise monthly payroll.
- Manage the linkage between Payspace and FIN4U to ensure accurate export and posting of payroll data.
- Ensure compliance with probation evaluations, performance reviews, and exit procedures.

#### 5. Staff Relations, Conflict Resolution & Staff Care

- Serve as the focal point for staff relations, grievances, and disciplinary procedures.
- Provide guidance to managers on HR policies, labour law, and conflict resolution.
- Promote a positive, respectful, and safe working environment.
- Support staff care initiatives and uphold Medair values.

#### 6. Staff Training, Development & Performance Management

- Oversee the performance management cycle and ensure timely completion of appraisals.
- Support line managers in identifying staff development needs and planning training interventions.
- Track staff development activities and ensure participation in mandatory training (security, ethics, safeguarding).
- Advise managers on development opportunities and support staff enrollment in training programmes.



## 7. Representation, Coordination & Government Liaison

- Liaise with labor offices, social security, immigration, and other authorities on HR related matters.
- Represent Medair in NGO HR forums and coordination platforms.
- Ensure compliance with government requirements for employment, reporting, and documentation.
- Maintain strong relationships with external stakeholders to support HR operations.

## 8. HR Reporting, Audits & Donor Compliance

- Prepare HR reports for management, donors, and audits.
- Lead HR document preparation for internal and external audits.
- Ensure HR compliance with donor requirements and national regulations.
- Maintain accurate HR data for reporting and decision making.

## 9. Base and Office Facilities Management

- Oversight of Juba base facilities, monitoring repairs and construction work on office premises.
- Ensure the facilities are well-kept and clean, furnished and well-stocked.
- Maintain positive relationships with suppliers, local authorities, other NGOs and any other stakeholders related to base management, representing Medair and ensuring good co-operation and partnerships
- Participate in the development and implementation of HR strategies and the base budget.
- Develop and monitor base budget sections.

## 10. Base Hospitality

- Facilitate welcoming and familiarising visitors and newcomers with the base. Facilitate spaces and routines that enhance community.
- Oversee the cooks and kitchen and ensure food and refreshments are provided for staff or visitors as required.
- Organise for internal and external staff events like annual conferences.

## Person Specifications

### Essential

- Bachelor's in HRM or a similar field
- Good English (spoken and written) and good Arabic (spoken).
- Computer-literate with a good working knowledge of Microsoft Office
- Ability to prioritise and multitask.
- Leadership skills and being a **team player**
- Good inter-personal and conflict resolution skills
- Ability to work under pressure
- Ability to work in a **cross-cultural** context with dispersed teams
- Diplomacy in interactions with local authorities
- Ability to supervise teams in other locations
- Respectful, accountable, honest.
- Dedicated with strong attention to detail
- Accountable, high work ethic
- Ability to clearly communicate and willingness to listen

### Desirable

- HRM Qualification, MBA or similar field.
- Proficiency in HRIS
- Experience in remote management

**Application deadline: 12<sup>th</sup> May 2026 COB**

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: e-mail: [hrmanager-southsudan@medair.org](mailto:hrmanager-southsudan@medair.org).

Email Subject: **Senior HR Manager**

