



## WOMEN FOR WOMEN INTERNATIONAL



### Job Advert-Internal/External

<b>Job Title:</b>	People Capability & Culture (Human Resource & Administration Coordinator)
<b>Department:</b>	Programs
<b>Office:</b>	South Sudan
<b>Grade Level:</b>	G
<b>Status</b> (FT/PT, Exempt/Non-Exempt) :	Full-Time Regular Employee
<b>Location:</b>	Yei, South Sudan
<b>Reports to:</b>	Country Director

### Overview:

Women for Women International works in some of the most dangerous places to be a woman. We serve women survivors of war in conflict and post-conflict areas around the world including Afghanistan, Iraq, DR Congo, Nigeria, Rwanda, and South Sudan. Our core belief is that stronger women build stronger nations; and with access to knowledge, resources, and a support network, a woman rebuilds her life and improves her community.

Women for Women International began working in South Sudan in 2006, first in Rumbek, Lakes State, and since 2013 in Yei, Central Equatoria. More than 14,000 marginalized women have graduated from our 12-month signature program of social and economic empowerment. Following a 2-year suspension of program activities in 2017-2018 due to heightened levels of insecurity across Yei River County, we reestablished our presence and programming in Yei in 2019 and have designed an ambitious strategic plan for expanding our work and impact, both directly and through local partners, for the coming years.

### Purpose

The Human Resources & Administration (HR&A) Coordinator will work closely with the Country Director to lead, direct and manage the day-to-day Human Resources and Administrative activities for the South Sudan Country office. The HR&A Coordinator ensures processes related to recruitment and retention, compliance, record keeping, staff compensation & benefits, payroll and development are in accordance with policy and guidelines. The HR&A Coordinator is a member of the Senior Management Team (SMT) and will provide strategic guidance on HR to the country office.

### Duties and Responsibilities

#### Employee Relations:

1. Work with the Country Director to resolve employee relations issues.
2. Investigate employee relations issues and prepare written communication under guidance from the CD and global HR.
3. Work to ensure human resources related decisions are consistent and fair.







### **Training and Development and Performance Maintenance:**

1. Work with CD to evaluate the need for employee training and development and recommend training programs.
2. Oversee the coordination and implementation of the annual performance review process and merit increase awards, ensuring compliance with policy, procedures and timelines.
3. Oversee the probation period for newly hired staff and oversee that required documentation is completed and filed.

### **Employee Communications:**

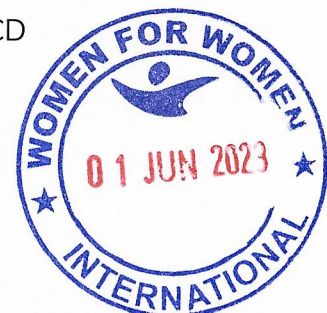
1. Prepare internal communications for the CD regarding HR issues such as office closing, amendments to the Employee Handbook, performance review process, benefits and new policy releases.
2. Distribute important announcements to all staff in main and sub-offices, ensuring accurate translation, postings on the job board and communications board.

### **Recruitment and Retention:**

1. Advise, develop, and oversee a recruitment process & plan that complies with organizational policies as well as applicable laws and regulations.
2. Develop job advertisements based on job descriptions, post advertisement, manage recruitment account, screen CVs, telephone screen applicants, coordinate interview teams, participate in interviewing candidates and oversee that documentation is collected and recorded/filed.
3. Oversee and perform background screenings including OFAC checks, reference checks and confirm salary history for final candidate(s), offering and contracting by the accuracy of information and tracking of the newly hired probations.
4. Oversee all labor engagement for the country office, including all employees, consultants and contracted staff, and ensure compliance with local labor regulations in collaboration with CD
5. Manage the onboarding process to ensure that all new hire documentation is completed and processed and that all new staff is well briefed on country office policies, procedures and ways of working.
6. Oversee the exit interview process for employees leaving the organization and evaluate the data collected from this activity for retention purposes.

### **Compliance and Record Keeping:**

1. Responsible for review, and dissemination of country and organizational policies and procedures tracking and obtaining acknowledgment forms in close coordination with CD
2. Develop processes that maintain confidentiality of employee personal data.
3. Stay informed about changes to labor law and inform management (CD and HQ HR) of upcoming changes.
4. Prepare HR monthly and quarterly reports and share with CD





5. Ensure code of conduct, whistle blowing, safeguarding, travel, telephone and internet policies and annual acknowledgments by staff in accordance with the guide to managing HR.



#### **Compensation and Benefits:**

1. Administer compensation and benefits as directed by policy and guidelines outlined in the WfWI Country Office Guide to Managing Human Resources and employee handbook.
2. Monitor and recommend changes to benefits based on applicable laws.
3. Maintain accurate and up to date employee leave records and coordinate with CD to ensure leave carry over balances are communicated at the end of each calendar year.
4. Work with Admin and HR Officer to schedule public holidays and needed compensations at the end of each year.
5. Manage Mid-year and Annual Performance Management.
6. Facilitate job analysis and update job descriptions as needed.

#### **Payroll and Budget:**

1. Prepare the monthly Payroll, ensuring that all staff changes are correctly noted (new hires, terminations, promotions, salary changes, etc) and in compliance with national tax and labor regulations and obtain approval from the Country Director.

#### **Administration:**

1. Oversee smooth running of all administrative functions in the country office.
2. Oversee an accurate and up to date filing system for the country office.
3. Oversee offices and Training centers by timely manner.
4. Oversee that office supplies and materials are available and replenished as needed and in compliance with FOM procedures.
5. Oversee organizing meetings and conferences; take meeting minutes as requested.

#### **Safeguarding**

1. Focal points are responsible for ensuring all WfWI safeguarding policies are understood by staff in their country and all procedures are adhered to at all times.
2. Focal points, in cooperation with the Country Director, should organize safeguarding training for all staff annually and ensure the safeguarding policy and procedures are part of all new staff onboarding.
3. Focal points ensure reporting systems for staff, program participants and community members are open, accessible, and monitored.
4. Focal points are responsible for conducting preliminary investigations of safeguarding cases within their country office under the guidance of the Country Director and the Director Safeguarding and Security
5. Focal points are required to conduct an annual country safeguarding self-assessment and report their results to the Country Director and Director of Safeguarding and Security.

**All our staff are required to adhere to WfWI's Code of Conduct and Safeguarding policies and to our organizational values: Empowerment, Integrity, Respect, Resilience.**

#### **Qualifications**







### **Required**

- Bachelor's degree or other post-graduate qualification in Human Resources, Business Management.
- Minimum of (5) years' work experience in Human Resources and Office Administration, preferably with NGO.
- Ability to work with managers to assess complex issues pragmatically.
- Must be willing to occasionally travel internationally.

### **Preferred**

- Ability to define problems, establish facts, analyze situations and make decisions.
- Excellent written and verbal English skills.
- Strong interpersonal communication skills.
- Ability to interact with and lead employees at various levels.
- Strong understanding of confidentiality as it relates to Human Resources.
- Good computer skills (Word, Excel, Outlook and email applications).

### **Application Instructions:**

This position is in Yei, South Sudan and South Sudanese nationals are encouraged to apply. Please, send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resource Department through [sosudanjobs@womenforwomen.org](mailto:sosudanjobs@womenforwomen.org), OR submit your hard copy application to the Human Resource Department to the attention of HR.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

**Note:** Only short-listed applicants will be contacted for interview.

**Women are strongly encouraged to apply. Deadline for submission of applications Tuesday 14<sup>th</sup> June 2023 at 5:00 PM CAT**

