



4 June 2024



Save the Children

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Senior Human Resources & Talent Development Manager

Location: Juba with field travel

Reports to: Director, Human Resources and Organizational Development

Contract Period: 12 Months

CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.

Save the Children is seeking a Senior Human Resources & Talent Development Manager to join its South Sudan country programme. The ideal candidate will possess a strong background in HR management, talent acquisition, and employee development strategies. They will be responsible for designing and implementing programs that attract, develop, and retain top talent while fostering a positive organizational culture. This role requires a strategic thinker who can collaborate with cross-functional teams and drive initiatives that align with SCI's mission and values.

The role holder will generally be responsible for the provision of effective HR services in the country office and field locations. Alternatively, they may be deployed as a field level HR advisor in a complex, large-scale emergency. In most circumstances, the post-holder will be expected to mentor and/or capacity build existing country programme staff.

Reports to: Director, Human Resources and Organizational Development

Staff directly reporting to this post: 1 HR Coordinator and 1 HR Officer and 1 HR Assistant



Budget Responsibilities: None

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
-



QUALIFICATIONS

- Bachelor's degree in Human Resources Management, Law, Business Administration, Social Sciences, or other related academic discipline.

EXPERIENCE AND SKILLS

Essential

- Recommended minimum of 4 years' senior HR managerial experience in an INGO environment.
- Ability to apply HR data analytics as a decision-making tool, to predict People & Organizational trends
- Knowledge and maintenance of HR Information Systems that meets senior management's information needs
- Application of talent management software and learning management systems to streamline hiring, on boarding, training and retention processes
- In-depth knowledge of employee relations and current employment legislation in South Sudan
- Experience in the development of strategic and operational support services plans and their implementation in a work environment over a sustained period of time
- Ability to plan and organise a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts
- Experience in capacity building and setting frameworks for staff development
- Demonstrated credibility with colleagues and stakeholders at all levels of an organization
- Excellent oral and written English combined with effective presentation skills



- Strong interpersonal skills with the ability to demonstrate leadership in a multi-disciplined team through a period of change
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff
- High level of commitment to the principles of development and to the organizational and programmatic goals of Save the Children.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at [SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com)

Please attach the following documents

1. Application letter/Cover letter
2. South Sudanese National ID
3. CV
4. Education Qualifications/ Transcript and Certificate.



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

Deadline for submitting applications: 21st, June, 2024.

Cc: MoJobadvert@gmail.com; (National Ministry of Labour email Address Juba)

