

Approved
Wilson Dainie
Director of Labour



Date 27/July/2021

Job Advertisement

CMMB is a global non-governmental, humanitarian and development organization with a special focus on making healthcare available to all. CMMB has been implementing comprehensive health intervention in South Sudan since 2009.

CMMB South Sudan is seeking qualified and suitable candidates for the following position:

Position	St. Theresa Hospital Human Resource Manager Catholic Diocese of Tambura Yambio
LOCATION	Nzara Western Equatoria State
Closing Date:	10th August 2021
Duration of contract	12 Months (Renewable)
Job type	National (South Sudanese) /Contract

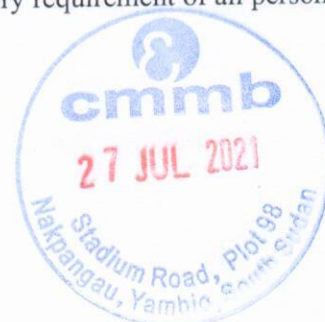
About St. Theresa Hospital

We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 60 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness.

Located in Nzara town, St Teresa Hospital is a County Hospital under the management of Catholic Dioceses of Tambura Yambio (CDTY), serving the inhabitants of Nzara County and beyond. St. Theresa Hospital aims at contributing to the reduction of maternal and infant mortality, as well as improving the overall health status and quality of life of the South Sudanese population in Western Equatoria State. To achieve this, the hospital partners with the State Ministry of Health, Catholic Medical Mission Board in South Sudan and ICAP, to mention a few. The hospital has recently undergone refurbishment, and currently holds a bed capacity of 110. It has a diagnostic center, Blood bank, In-patient / Out-Patient, pharmaceutical department and HIV-ART Clinic. The hospital is committed to providing high quality medical and surgical services and quality patient care.

St Teresa Hospital therefore seeks to hire a highly qualified, detail oriented and motivated Human Resources Manager, to manage the whole spectrum of Human Resource operations, including talent recruitment, policy review and implementation in accordance with South Sudan labour laws, compensation and benefits management, performance management, stress management and staff wellness. Reporting to the Hospital Administrator, he/she will monitor compliance to HR regulatory requirement of all personnel to uphold the standard of the Hospital.

Job Duties and Responsibilities:



- Provides day-to-day direction in all aspects of HR management including management of hospital employees,
- Assumes responsibility for reviewing of HR guidelines, policies and procedures and providing related advisory information to the Senior Management for decision making.
- Serves as the designated expert on the interpretation of human resource policies issues and the South Sudan Labour law policy.
- Develops and implements HR elements for staff safety and security

1. Recruitment

- Establish and manage effective and transparent recruitment systems and processes enabling CMMB to attract and recruit qualified candidates in a timely fashion.
- Collaborate with hiring managers and manage the recruitment process.
- Advertise vacant positions, maintain a data bank of received applications. prepare shortlists of candidates, conduct interviews in liaison with hiring managers, ensuring a gender balance at all levels of employment in the hospital.
- Conduct reference check for successful candidates and provide documented reports.
- Plan and conduct onboarding orientation for all new staff.
- Prepare employment contracts and facilitate probation evaluation.
- Liaise with relevant government agencies and other bodies on employment related issues.
- Ensure new staff submit on time complete pre-employment requirements and forms.
- Develop job descriptions for new positions and update existing ones as necessary.
- Prepare recruitment reports.

2. Staff benefits & Payroll Management

- Ensure the compensation and benefits package is regularly updated and understood by all staff.
- Manage staff benefits in line with the HR manual and compliance with local labor laws.
- Preparing monthly payroll amendment memo and coordinating the monthly payroll with Finance office.
- Support Finance & Administration team during salary payments and ensure pay slips are issued on a monthly basis.

3. Staff Database Management & Filing

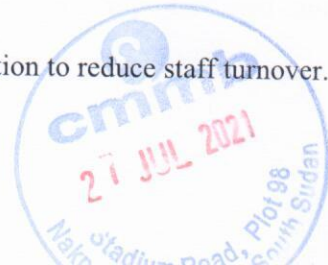
- Undertake the implementation of a confidential HR filing system and ensure regular maintenance for data accuracy, privacy, and security.
- Maintain leave records and update leave trackers.
- Ensure that staff employment contracts are up to date.
- Prepare regular HR reports.
- Conduct the HR FILE AUDIT checklist on quarterly basis to ensure that personnel files are complete, organized, and secured.

4. Staff welfare, Disciplinary Actions and Grievances

- Serve as the Hospital Safety and Security Focal Point ensuring the safety and well-being of all staff and coordinating all health and safety activities.
- Participate in investigation and disciplinary hearings as required.
- Advise managers in dispute and conflict resolution.
- Conduct regular staff orientation and training on HR programs (e.g. employee handbook, Child safeguarding Policy, Prevention of Sexual Exploitation and Abuse (PSEA), prevention of harassment, code of conduct, etc)

5. Exit management

- Conduct exit interviews analyze findings and submit recommendation to reduce staff turnover.



- Facilitate exit clearance in liaison with line managers and respective departments.
- Liaise with Finance Team to calculate terminal benefits and issue service certificates.
- Ensure proper documentation of exit protocols and closure of employee files.

6. Policy & Procedures:

- Ensure all staff read and understand all policies and procedures, handle any queries regarding the policies.
- Provide interpretation and advise to line managers on labor laws application.
- Ensure Gender Equality and Diversity policies cut across recruitment policies, work place policies and succession management.
- Establish and/or maintain partnerships with the Ministry of Labor at National and State level.

7. Performance management

- Work with Senior Managers to develop a performance management guidelines and tools.
- Track completion of performance objectives and reviews for all staff and submit regular status update to the Hospital Administrator.
- Ensure that all newly hired staff have completed probationary performance reviews.
- Support the Hospital Management in capacity development.

8. Performs other related duties as assigned.

Qualifications and Experience

- Bachelor's degree in human resources management or a related field with 5 years' experience, 3 of which are in a senior management role in a South Sudan institution.
- An HR related diploma with 7 years' experience, 3 of which are in a senior role will be considered in lieu of a Bachelor's degree.
- Proficient with Microsoft Office as well as related HR software

Skills and Competencies:

- Strong leadership and management skills with ability to manage talent
- Excellent verbal and written communication skills in the English language, knowledge of spoken Zande an additional advantage.
- Strong analytical and problem-solving skills.
- Excellent interpersonal, negotiation, and conflict resolution skills, with ability to strengthen team spirit in the hospital.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related South Sudan laws and regulations.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

How To Apply:

Interested applicants should submit their application together with resume/CV to CMMBSouthSudanJobs@cmmb.org indicating position applied for on the subject line. Include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. This position is required urgently, and interviews will be conducted as CVs are received, therefore please apply immediately if interested. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

