

JOB ADVERTISEMENT

Job Title: Human Resources Manager
Location: FH South Sudan Head Office - Juba
Supervisor: Country Director or as assigned
Applications Deadline: 27th January 2012

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Manager will provide human resource management for the South Sudan Country Program, build the capacity of staff and establish robust HR policies and practices to ensure legal compliance and to maximize staff motivation and retention. Essential duties and responsibilities include the following.

1. Advise on HR strategy, policy and procedure at a national level.
2. Build and develop the capacity of the national staff team through effective coaching, performance management frameworks and human resource development plans.
3. Thoroughly review terms and conditions of employment and policies in line with the HR best Practice Standards and local labor law, in order to create a HR reference manual.
4. Lead in developing effective HR systems and processes for the recording of employee data i.e. holidays, sickness records and other relevant documentation.
5. Ensure all staff have a current contract of employment and comply with all HR policies and practice, local labor law and organizational policies.
6. Develop effective induction plans and processes, ensuring that staff are aware of the policies and practices relating to their employment. Establish evaluation procedure for monitoring the effectiveness of the induction process and feedback to line managers.
7. Ensure that medical needs of the staff are catered for through appointment of reputable medical health providers/insurance and follow up on management of GPA and GPL insurance covers for the staff.
8. Lead on the review of the performance management system to ensure the organization has a basis to carry out effective and efficient performance management.
9. Ensure high level of confidentiality regarding personnel data and ensure that all employee information is kept up to date, is complete and held in a secure place.
10. Lead, manage and motivate the national HR & Admin team, ensuring that they have clear objectives and receive meaningful feedback on their performance.
11. Advise on reward strategy and manage benefit and compensation schemes for FHSS. Will also process the national staff payroll and ensure total compliance in relation to statutory deduction.

QUALIFICATIONS AND COMPETENCES

This position is open for South Sudanese Nationals Only. Candidates for this position must demonstrate ability to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- The candidate must have a Bachelors degree in Commerce, Business Administration, Management, or related subject from a credible college or university.
- Three years relevant work experience in a Non Profit Organization, UN or Non Governmental Organizations.
- Commitment to serving the poor and vulnerable populations in challenging environments consistent to FHSS' Christian foundation and beliefs as expressed in the Vision, Mission and Values of FH.
- Strong analytical and problem solving skills and ability to work creatively and independently both in the field and in the office

Interested candidates are requested to send their application letter and curriculum vitae via email to sudan@fh.org by 27th January 2012. Only shortlisted candidates will be contacted for interview.