



CATHOLIC MEDICAL MISSION BOARD IN SOUTH SUDAN

JOB DESCRIPTION

Position Title: Director of People, Culture and Communities
Department: Human Resource Department
Work Station: Juba, with occasional travel to field locations
Application Deadline: 5th November 2024
Expected Start Date: As soon as possible



1. About CMMB

Catholic Medical Mission Board (CMMB) is an international Faith-based developmental organization that believes 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 nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its HIV&AIDS response program and the Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, adolescent girls, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services in HIV&AIDS, MNCH, Nutrition, WASH, Child Protection and GBV; (b) health infrastructure strengthening at the community, facility, County and State levels; (c) health workforce capacity strengthening through on the job coaching and mentoring as well as training through leveraging CMMB's international volunteer program; and (d) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its Medical Donation Program (MDP).

2. JOB SUMMARY

Reporting to the Country Director and working closely with the Country Office Senior Management Team, the Director for People Culture and Communities (PCC) leads the ongoing development of



the organizational workforce and culture to align with its vision and values, as well as its strategic goals. S/he is responsible for shaping a progressive and thriving workforce environment characterized by competency, commitment and consistency. S/he will ensure that the Country Office HR programs are implemented in compliance with the South Sudan Labor Laws/Employment Act and CMMB's organizational policies and procedures. The incumbent will ensure the departmental systems policies and procedures are continuously updated and relevant to organizational strategic direction.

The PCC Director reports to the Country Director and liaises with the Global CMMB PCC team to ensure the related Country Office strategies and programs are aligned with global policies and standards.

3. DUTIES AND RESPONSIBILITIES

HR Strategy & Organizational Culture

- In coordination with the Country Director, leads the development and implementation of the HR Strategy for the Country Office, geared towards increasing productivity, impact and influence.
- Within the framework of the organizational culture, vision and values, works with the Country Director and the Leadership Team to establish alignment between CMMB's business strategy, organizational structure and effectiveness, navigating the complexities of people and resource management.
- Ensures an equitable and inclusive workplace environment through a caring organizational culture that inspires career development, team spirit and job satisfaction.
- Promotes an ongoing workforce development through identifying and facilitating competencies that upskills future leaders within the organization and equips them to meet future challenges and demands.
- Leads the 'people learning and development strategy' focused on workforce development, competency models and business acumen that shape high performing teams at all levels.
- Assumes responsibility for reviewing and enforcing HR guidelines, policies and procedures in line with the labor laws of South Sudan; including the Prevention of Sexual Exploitation, Abuse and Harassment policies
- Serves as the designated expert on the interpretation of people management needs based on related HR data.
- Leads HR department internal and external audits, ensuring corrective actions are implemented and learning streamlined to inform improvement.
- Represents the organization at external HR related partnership engagements, serve as the first point of contact for external related inquiries and communications and identifies strategic partnerships that drive organizational goals.

Talent Acquisition, Management and Transitions

- Develop and oversee recruitment strategy with an emphasis on attracting talent, closing skill gaps, and ensuring commitment to gender balance and diversity.



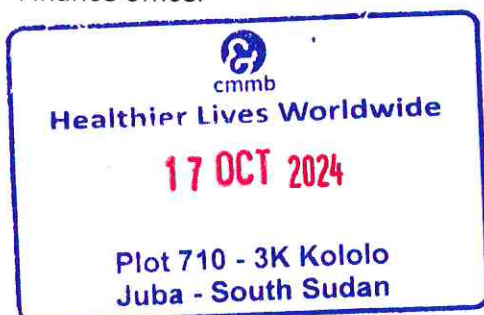
- Working with respective supervisors, promote workforce learning and growth aimed at aligning individual performance with strategic organizational goals.
- Working with the Country Director and the Director for People Culture and Communities at the NY Office, develop a talent management system and practice that ensure internal career development, increased performance and competencies that are motivating.
- Continuously evaluate and improve on-boarding packages and processes that boost the employee's engagement and ensures the employee value proposition is fully realized.
- Strengthen performance management of employees through better transparent and accountable tools (probation, annual performance management, performance related reward packages), training for supervisors and access to training.
- Support Supervisors to promote a caring and nurturing environment for new employees and promote team work to increase their effectiveness.
- Develop an organizational transition plan to guide transitioning employees through a seamless process while ensuring a minimized interruption to existing workflow.
- Take the lead in developing change management models for the Country Office to effectively communicate change across various levels of the organization and address resistance.

HR Strategic Data Management

- Updates and manages the HR dashboard across the full spectrum of HR data to inform strategies, policies as well as the day-to-day decision making in the organization.
- Shares data results to inform strategic decision-making processes that strengthen workforce development, resource allocation and learning trends in alignment with the Strategic goals.
- In collaboration with HQ, updates and manages the ERP system for people management to increase efficiency and improve 'Digital Employee Experience' for better workflow, collaboration and learning.
- In collaboration with the Country Director, designs, conducts and analyzes staff surveys related to staff wellness, compliance and access to support services.
- Works with the Operations and Program Team Leaders to
- Prepares monthly HR Departmental reports for the Country Director management needs as well as the Leadership Team advisory needs.

Staff benefits & Payroll Management

- Develops compensation and benefits plans that are future proof, and advices on rewards and recognition programs to enhance productivity, performance and retention of talented employees.
- Ensures the Country Office compensation and benefits package is regularly updated in an equitable and fair manner.
- Manages staff benefits in line with the related internal and South Sudan taxation policy and labor law compliance.
- Prepares monthly payroll amendment memo and coordinates the monthly payroll with Finance office.



- Supports Finance & Administration team during salary payments, benefits calculations, medical insurance listing and other benefits packages, in compliant with related policies and accountability systems.
- Implements innovative and inclusive recruitment strategies,
- Oversee other staff welfare and social activities in the country office.

Staff welfare, Disciplinary Actions and Grievances

- Navigates complex relationships, supports consensus building, negotiates and manages employee relationships to address emerging concerns and meet employee expectations.
- Working with the Humanitarian Access and Risk Management Coordinator, develops and implements HR elements for emergency response, staff safety and security.
- Working with the Complaint and Feed Back Monitoring Officer, ensures all complaints are addressed within the agreed timelines, under the guidance of the Country Director.
- Plans annual staff welfare activities geared towards mental health wellness, team bonding and healthy living.
- Leads, supports and guides performance and disciplinary hearings, ensuring a fair procedure in line with related policy.
- Ensures compliance with CMMB's zero tolerance towards sexual exploitation, abuse and harassment in the workplace, including updating related policies and practice, ensuring adequate orientation during onboarding and supporting continued awareness and messaging.

Performs other related duties as assigned.

4. QUALIFICATIONS AND EXPERIENCE:

- A bachelor's degree in human resources, Administration, Management or any other relevant field, with at least 5 years in a similar capacity experience at senior level role.
- Higher Diploma in Human Resource Management with at least 8 years' experience at senior level role with a thorough understanding of South Sudan labour laws will be considered.
- A detail-oriented leader with an analytical mindset and ability to generate professional documentation and analytical reports in the English language.
- An empathetic leader and strong coach with the ability to foster trust and creativity in a team.
- Ability to identify, cultivate and strategically deploy talent to support organizational staffing needs.
- Excellent communication and presentation skills to clearly articulate complex information, navigate complex relationships, engage meaningful dialogue for consensus.
- High level of interpersonal and negotiation skills and ability to work as part of a multicultural team.
- High sense of professionalism and confidentiality as well as tact and diplomacy in handling sensitive issues.





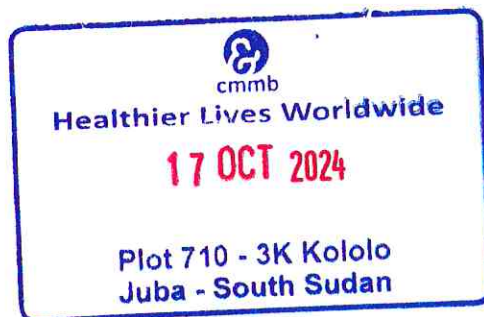
- A passionate advocate of Catholic Medical Mission Board, promoting a movement towards healthier lives, especially amongst the most vulnerable communities.
- Proficiency in using MS Office packages.

5. How To Apply:

Interested applicants should submit their application together with resume/CV to CMMBSouthSudanJobs@cmmmb.org indicating position applied for on the subject line. Your application should 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.

Please note: *“CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application.*

Your application will NOT be considered if your signed self-declaration and consent form is not received along with your application.”





CATHOLIC MEDICAL MISSION BOARD

Sexual Exploitation, Abuse & Harassment (SEAH) Self-Declaration & Consent Form

Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... [name] hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment. I hereby give my full consent for CMMB to conduct further background checks related to SEAH.

Signed : _____

National ID/PP: _____

Date : _____

