



**JOB ADVERTISEMENT**

**POSITION:** Human Resource Manager  
**LOCATION:** Juba  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world’s poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Human Resource Manager to be based in Juba.**

**JOB OVERVIEW**

**PART 1 – JOB DESCRIPTION**

The Human Resource Manager (HRM) is responsible for overseeing the Human Resource (HR) function in a Tearfund Operational programme. The HRM ensures that all HR policies and procedures are communicated, implemented and monitored, and compliant with legal requirements, and that Tearfund’s Christian values are upheld. As part of the Senior Management Team (SMT) the HRM provides strategic advice and support to ensure Tearfund’s employment practices are effective, fair and transparent and promote equal opportunities. The HRM plans and budgets for staff development and training, pension and health insurance and the well-being of staff. As a representative of Tearfund, the HRM attends meetings with other INGO’s, governmental departments, and partners as appropriate.

**POSITION IN ORGANISATION**

- Grade: 3
- Reports to: Country Director
- Direct Reports: South Sudan Head Office HR Team
- Dotted Line Responsibility: Global HR Business Partner - ECA Region



- Works closely with the Programme Director, Area Coordinators/Programme Managers, Finance Manager and HR staff in the field sites.
- Liaises with Lawyer and Labour Office
- Network and Liaise with counterparts in similar Christian and secular agencies, service providers, church and employer representatives.

## TEARFUND'S CHRISTIAN CULTURE

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

## ORGANISATIONAL REQUIREMENTS

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## KEY RESPONSIBILITIES

- Programme Strategy
  - Assist the Senior Management Team (SMT) in determining each team's composition and structure in accordance with the organisational grading and pay structure.
  - Establish and maintain standard Human Resource management systems that monitor; recruitment and selection, performance management, training and development and staff well-being.
  - Represents staff concerns to SMT on HR issues including health and safety, current and future programme strategic objectives, budget expenditure and security. Also represents Tearfund's priorities and concerns to staff on similar issues.
  - In Areas where Tearfund needs to employ non-Christian staff, taking special care and sensitivity to ensure all staff members are integrated into the team.
- Project / Support function management
  - Brief and train new members of the SMT on HR policies and procedures that they need to know as relevant to their roles.
  - Work with line managers; to conduct local level advertising, recruitment and selection processes, provide briefing and induction sessions, set objectives, monitor probation periods, hold regular catch-ups and 6-monthly performance appraisals. Ensure that exit interviews and debriefing are undertaken at the end of an assignment.



- Work with line managers; to assess and identify training and development needs, develop and deliver tailored training sessions, in liaison with the Learning and Development Officer and the Global HRBP.
- Encourage good Human Resource management practices throughout the programme and assist in identifying issues that would improve Tearfund's Human Resource policies and procedures.
- Conduct regular field trips to project sites to monitor and review Human Resource policies and procedures. Provide assistance to line managers and staff, as appropriate.

#### ● Corporate policy and compliance

- Lead on facilitation of training for key HR policies including Safeguarding and Personal Conduct for all staff at induction and/or at periodic intervals.
- Ensure regular induction and periodic refresher training is facilitated to ensure all staff understand Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- Manage the contextualisation, communication, implementation, monitoring and review of all Human Resource policies and procedures, ensuring staff have access to relevant documents. If staff are illiterate, the policies and procedures must be verbally explained to them.
- Ensure that all Human Resource activities are compliant with national and local legislation; are within Tearfund's Quality Standards, Operating Practices and Procedures (the National Staff Handbook) and reflect Core Humanitarian Standards.
- Assist the SMT in promoting and outworking Tearfund's Mandate, Basis of Faith, Core Values and Operating Principles.
- Promote and ensure compliance with local cultural customs , norms, diversity and Inclusion (D&I) and paying particular attention to gender issues.
- Ensure all relevant audit recommendations are communicated, implemented and adopted into current Tearfund policies and procedures.
- Ensure compliance with and adherence to Tearfund Human Resource policies and procedures by all managers and HR staff.
- In consultation with the Finance Manager, establish and monitor the grading and salary structure and payment procedures for National staff.
- Support the Country Director with the development of medical and emergency evacuation procedures and arrangements for the programme.
- Manage visa and work permit applications, and immigration clearance and travel permits for national and international staff and visitors as required.
- Maintain an effective filing system and metrics on staff within the programme, in accordance with Tearfund standard procedures.
- Maintain accurate leave records for national staff on Select HR. The leave records are reviewed quarterly and any discrepancies are reported to CD and HRBP

**TEAM MANAGEMENT**



● **Team management**

- Ensure pastoral support is available to all staff members across the programme and support line managers to monitor each individual's well-being.
- Lead and manage the programme level Human Resource staff providing supervision, guidance and mentoring to encourage effective team work.
- Monitor team member's performance; by holding regular catch-ups, conducting 6-monthly appraisal meetings, jointly setting objectives, monitoring personal development plans and identifying training needs.
- When required, conduct exit interviews and manage disciplinary and grievance procedures.

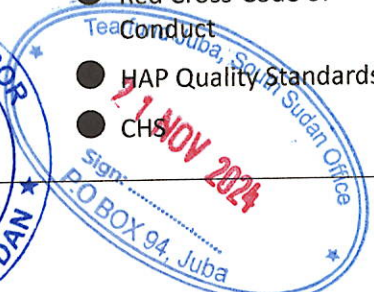
● **External representation**

- Support the Country Director by representing Tearfund to local Government authorities, other INGO's and partners as appropriate.
- Establish and build good working relationships with other Human Resource personnel by attending regular and relevant local discussion groups and inter-agency coordination forums.
- If required, and in consultation with the Country Director and Programme Director, provide advice, training and guidance to key Tearfund partners to build HR capacity and competency.

**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: Human Resource Manager**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Business Administration</li> <li>● Training in several areas relevant to human resources management.</li> </ul>	<ul style="list-style-type: none"> <li>● Masters in HR</li> <li>● Training qualification</li> <li>● CIPD /SHRM qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Extensive proven experience in providing a comprehensive HR Service with INGOs in South Sudan.</li> <li>● Minimum of 5 years experience as HR Manager with a humanitarian organization (i.e. International NGO or UN).</li> <li>● Prior experience working in South Sudan.</li> <li>● Proven HR experience in each of the following areas:                             <ul style="list-style-type: none"> <li>● People management</li> <li>● Learning and Development</li> <li>● Relief work</li> <li>● Financial budgeting</li> <li>● Payroll administration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Payroll set up</li> <li>● Working knowledge of workplace Health and Safety</li> <li>● Promoting best practice</li> <li>● Familiar with the South Sudan Employment laws &amp; interpretations.</li> <li>● Working experience with:                             <ul style="list-style-type: none"> <li>● SPHERE Standards</li> <li>● People In Aid</li> <li>● Red Cross-Code of Conduct</li> <li>● HAP Quality Standards</li> <li>● CHS</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>● Strategic planning</li> <li>● Implementing and working in accordance with local employment law, corporate structures, policies and practices</li> <li>● Worked in complex emergencies and insecure environments.</li> <li>● Experience working in a team environment, including working in fast-paced environments and emergency situations.</li> </ul>	
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>● Leadership skills</li> <li>● Proven ability in communicating, implementing, monitoring, evaluating and reviewing HR systems and policies</li> <li>● Excellent written and verbal communication skills</li> <li>● Strong organisational skills</li> <li>● Ability to work cross-culturally</li> <li>● Multi-tasking/ re-prioritising skills</li> <li>● Proven consultation and negotiation skills</li> <li>● Analytical and Problem solving skills</li> <li>● Project management and Training skills</li> <li>● Computer literate</li> </ul> <p>Ability to lead, participate and facilitate in team prayer and Bible studies</p>	<ul style="list-style-type: none"> <li>● Arabic language skills</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>● Committed Christian who recognises Jesus Christ as their Lord and Saviour</li> <li>● Committed to Tearfund's Mission, Values and Beliefs</li> </ul>	
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>● Regular travel across cluster countries is a requirement</li> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

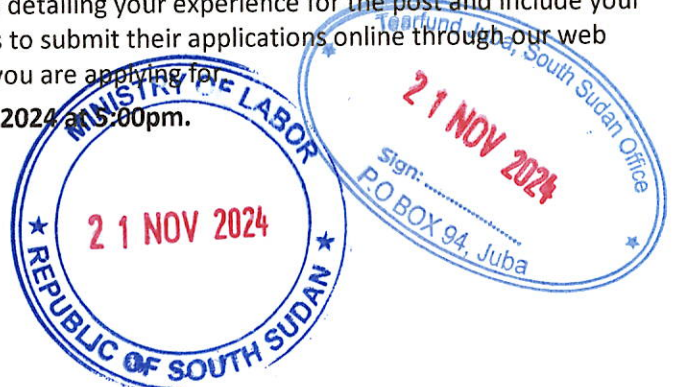
**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert. The hard copy of application form can be collected from Tearfund's office Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. We encourage all applicants to submit their applications online through our web <https://www.tearfund.org> Indicate the title of the job you are applying for

Closing date for receiving applications is **10<sup>th</sup> December 2024 at 5:00pm.**

**NB:**

- Applications once received are not returnable



- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

