



JOB DESCRIPTION

Position: Human Resources and Admin Manager South Sudan

Reports to: South Sudan Country Director

Direct Reports: Human Resources Officer, Base Admin Officer

Background

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases – particularly those affecting young children - in Africa and Southeast Asia. We work with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services. Malaria Consortium also provides support for a number of programmes designed to combat neglected tropical diseases.

Malaria Consortium has been working in the now independent Republic of South Sudan (RoSS) since 2005. After the Comprehensive Peace Agreement was signed, the Ministry of Health (MoH) requested Malaria Consortium's assistance to support the development of its policy environment and evidence base. The MoH Malaria Strategy is one example of policy work developed in partnership with Malaria Consortium.

Major Purpose of the position:

To provide HR and Admin service to the management and employees of the South Sudan country team.

Key Accountabilities:

HUMAN RESOURCES

HR Policies and Strategies

- Develop and update HR policies and procedures in consultation with Malaria Consortium HR Manager London.
- Provide support for the regular review and updating of the Malaria Consortium HR Manual ensuring that it reflects global policies, good practice and is legally compliant
- Keep up to date with changes in employment legislation advising managers and employees of significant changes and updating policies and procedures as required
- Liaise with other NGOs and Ministries regarding current HR issues and best practices
- Conduct and participate in salary and benefits surveys to ensure competitive compensation and benefits plans. Review data with senior management and make suggestions for improvements where practicable.
- Develop and establish graded pay scale for South Sudan with London HQ to align with international pay scale within the contract period. (An internal country draft is in place, but needs to be coordinated with HQ international review which is currently taking place).
- Advise senior management on pay and other remuneration issues, including promotion and benefits and the development of standardised pay and title scales.

- Work with Malaria Consortium HR Manager London to develop and implement HR corporate programmes as assigned.
- Roll out objective setting and appraisal system ensuring ALL staff have objectives and have had at least one appraisal with their line manager during this contract period (detailed below in HR Admin).

Staff Management

- Directly manage the Human Resources Officer in Juba
- Directly manage the Base Manager in Juba
- Provide technical support and oversight to HR Officers in the field or to the Finance and Admin Officers at field acting on HR issues

Recruitment

- Coordinate with the Area Coordinators and Programme Managers to assess staffing needs and initiate the national recruitment process in accordance with Malaria Consortium global policies.
- Support recruitment and selection activities, developing and placing advertisements, sifting CVs, organising interviews, sitting in on first interviews, maintaining records and, preparing contracts as required.
- Conduct training of management in selection and interview skills.
- Conduct induction for new recruits, including reference checks, work permit applications, medicals, inclusion on benefits, office tours, and explaining HR policies and procedures and office administration requirements
- Set up email addresses for new recruits and computers / phones / radios are available. Keep logistics informed of new staff arrivals and departures to manage assets.
- Support managers on defining and implementing training for new recruits
- Assist Country Director in international recruitment as requested

Performance and Professional Development Management

- Coordinate the development and coordination of the Performance Appraisal Programme, in accordance with Malaria Consortium's global policy.
- Conduct training of management and staff in the performance appraisal process and skills
- Implement and evaluate training programmes for staff development in accordance with Malaria Consortium's policy and available budgets.
- Keep training records and budget up to date and report to management
- Maintain and coordinate employee motivation and recognition programmes.
- Provide guidance to staff on career development

Employee Relations:

- Handle all employee relations issues for Malaria Consortium national staff including liaison with lawyers, Labour Office and authorities as appropriate

Staff Exit Management:

- Initiate and Coordinate the exit interview process and keep records.
- Provide Regional HR Officer with ex-pat leave balances and other relevant information.
- Develop and implement staff retention processes to minimize attrition rates
- Provide monthly turnover and attrition reports to management and develop staff succession plans.

ADMINISTRATION:

- Maintain accurate and up to date records (paper and electronic, including Cascade HR database)
- Develop / maintain is already established tracking systems and reports for:
 - HR data for national and international staff contract renewals
 - Database of visa status and renewals
 - Database of work permit status and renewals
 - Leave tracking (R&R and annual leave)
 - Leave tracking (illness and absence including following up on medical certificated)
 - Medical expense tracking for national staff in line with allowance
- Review Juba payroll each month before CD approval
- Review hardship allowances for International staff each month before CD approval
- Review and approve R&R / annual leave application ensuring reasonable over lap of staff and correct budget codes on applications
- Track R&R / annual leave claimed and taken with running log of remaining leave allocations, reporting on a monthly basis to CD with updates
- Act as central point for Travel Authorization forms (link to recording staff leave) and work with Logistics officer to ensure national and international flights are booked in timely manner.
- Represent employee issues to the country management team and vice versa.
- Provide counsel to all employees on issues concerning employee relations guided by Malaria Consortium policies.
- Support managers through disciplinary and other employee relations matters
- Ensure that all employees are insured under the GPA cover, monitor workers' compensation claims and work with the contracted Insurance providers to manage claims.
- Manage the company benefits programmes including medical allowances, Providence Fund etc.
- Support Malaria Consortium HR Manager London on providing accurate data and reports as and when required
- Maintain and distribute the contact list monthly to all staff
- Attend Juba HR working Group and actively build HR network
- Oversee monthly collection of timesheets, ensuring accuracy before passing on to Finance Department.
- Ensure Logistics Officer – Transport and Stores makes flight bookings for staff travelling within or to and from South Sudan as well as arranging pickup at the airport.

Base Management Admin (supervision of Base Admin Officer):

- Manage contracts for MC properties
- Manage contract for guards at office and GH in all sites (with central security service provider)
- Manage rental of rooms as GH in Juba including contracts for tenants
- Manage supplies for office and GH in Juba
- Manage Base Admin Officer who over sees cleaners and cleaning of office and GH
- Ensure that Base Admin Officer registers staff with Alien Affairs upon their arrival in-country.
- Ensure that Base Admin Officer reserves rooms in guesthouse for new staff/visitors.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- A Bachelor degree in Business Administration, Education or a related discipline.
- At least 5 year's experience working in a HR / Admin support sector.
- At least 2 year's experience working in a INGO
- Experience of insecure environments.
- Experience in staff training and facilitation.
- Experience in general office administration.
- Ability to maintain confidentiality of all Human Resource information.
- A self-starter who is able to work on own initiative with limited supervision.
- Knowledge and experience using MS-Office packages.
- Good verbal and written skills including excellent written and spoken English.
- Methodical and pays attention to detail.
- Flexible in approach to tasks and working hours.

Desirable:

- A post-graduate qualification in Human Resources Management is desirable.
- Experience working in the context of South Sudan is desirable.

OTHER KEY INFORMATION

Length of contract: 6 months

Location: Juba with regular travel to field offices

Security in country: Please note that South Sudan is a post-conflict setting with recurring localized insecurity. This does not generally target expatriate or NGO staff but does have potential to disrupt programming and occasionally leads to the need to relocate staff. While Malaria Consortium takes all reasonable measures to ensure the safety of its staff, interested candidates must be aware and willing to work in such a context. Given the context, all Malaria Consortium positions in South Sudan are unaccompanied postings.