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Job Title: Human Resource & Administration Manager
Department: Human Resource Management
Location: Juba
Reports To: Country Director
Job Code:

Science Teachers Initiative (STI) is a registered International Non-Government Organization (INGO) with aims and goals to improving the quality of education in Africa and to promoting the use of scientific knowledge, innovation, and research in solving socio-economic challenges through, developing practical reading/learning materials, promoting numeracy and literacy, retooling teachers in practical science teaching through provision of science kits and mini laboratory for primary and secondary education and increasing access to inclusive quality basic education and education in emergencies, provision of quality inclusive Pre-primary education. STI South Sudan works closely in partnership with the Ministry of General Education and Instruction, and the National Curriculum Development Centre (NCDC) to improve the quality of education

PURPOSE OF THE JOB

The HR& Admin Manager is part of the Senior Management Team and reports to the Country Director. He/she will work closely with HR & Admin Offer in performing the duties Responsible for enhancing the Science Teacher's Initiative's human resources and Administration by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The position plans, organizes and directs a variety of complex administrative and professional work of the human resources functions of the Company. Provides leadership to the Organization in developing human resources policies for Company effectiveness, including compensation and benefit systems, recruitment, employee development and training, performance management, policy administration/compliance, and employee relations. The position is based in Juba with travel to the project areas in South Sudan as required.

ESSENTIAL TASKS AND RESPONSIBILITIES

Key Result #1 –HR strategy and Policy development (20%)

1. Lead in the process of developing HR operating strategy or plans that are aligned to Science Teachers Initiative country strategy
2. Develop, implement, and maintain HR policies and procedures that are aligned with organizational priorities and demands as well as country law. In line with this, develop HR tools that are supportive of the policies within the organization.
3. Update and maintain HR manuals and handbooks for employees and management.
4. Partner with the program teams to ensure that adequate HR inputs are provided and incorporated during development and implementation of all projects/programs.
5. Coach and advice management regarding interpretation and execution of HR policies and procedures and compliance with applicable legislation and regulations.

6. Support the development of an organizational culture that reflects FH values, promotes accountability and high performance, and encourages a team culture of learning, creativity and innovation.

Key Result #2 – Manage Recruitment and selection processes (20%)

1. In close collaboration with line managers, take lead in recruitment processes that span the fully cycle of advertising of positions to making the final offer.
2. Advise management on the most suitable approaches to use to fill open positions that will maximize on cost, time and candidate's quality.
3. Play an advisory role in the process of making offers to candidates and ensure that offers are competitive, equitable and cost effective
4. Provide leadership in the induction and onboarding processes in collaboration with line managers.
5. Manage the budget and finances of the department including budget planning, forecasting and budget allocation.

Key Result #4 – Manage HR Business processes (15%)

1. Ensure all contracts that relate to service providers such as medical health, leases, and staff members are accurate and renewed in good time.
2. Ensure that personnel files are maintained and contain relevant and up to date staff information.
3. Ensure the timely processing of the national staff payroll in compliance with statutory deduction.
4. 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.
5. Ensure that staff leave days are updated regularly and are up to date.

Key Result #5– Manage Staff learning and development (10%)

1. Advise staff and managers on use and interpretation of the performance management system and advise on managing poor and outstanding performance, and linking performance review to annual increments and learning and development;
2. With the senior management team and line managers ensure that performance management is implemented effectively.
3. Support line managers build and develop the capacity of national staff through the provision of tools and information that relate to coaching, performance management and human resource development plans.
4. In close collaboration with line managers, take lead in the development and implementation L&D plans for the field office
5. Ensure that exit interviews are undertaken with all staff leaving the organization and that any issues regarding staff retention are addressed.

Key Result #6 – Manage compensation and benefits schemes and legal issues (20%)

1. Develop, implement and manage compensation and benefits policies and schemes (including terms of conditions of employment, contracts and medical insurance) for the national staff, in line with local labor law.
2. Lead the field office in participating in periodic market surveys and make recommendations on pay and benefits based on market data.
3. Represent the organization in legal issues, seeking advice from relevant authorities.
4. Play an advisory role in disciplinary procedures and grievances including conducting investigations if required
5. In close collaboration with the country management teams, take lead in the development of staff wellness/care schemes and ensure that the overall staff wellbeing is taken into consideration through policy and practice.



6. Support line managers in change management, restructuring, team building, and addressing organizational challenges through diagnosing issues and working collaboratively with staff and management for solutions.
7. Collect, analyze and interpret information about changes in the operational environment, through staff survey and identify key HR issues for management's attention

Key Result #6 – Administration (20%).

1. Oversee office and guest house premises maintenance, and ensure maintenance, repairs, and cleaning are done within agreed timelines;
2. Collaboratively work with the finance department to ensure that office and guest houses have constant supply of utilities, such as water, electricity, generator fuel, telephone connectivity, and that relative bills are settled in time;
3. Ensure office supplies, such as stationary, etc. are maintained at appropriate stock levels;

Collaborate with the HR department to ensure that office and guest house premises adhere to health and safety standards, and gender and diversity considerations.

Key Result # 8 -Security management and leadership.

- Coordinate and communicate with the security focal point and CD to ensure that project staff are properly supported with security information and that Duty of Care is observed.
- Timely Incident Reporting and Response.
- Coordination and implementation of security management

COMPETENCIES

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required;



allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.

- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner

EDUCATION AND EXPERIENCE

- Masters' degree (MBA) in Human Resource Management or a related field and at Eight years of working experience in HR within an NGO.
- Working knowledge and experience in developing HR strategy, HR polices and guidelines as well as functional tools.
- Knowledge in strategy development processes, change management
- Experience in dealing with government departments on issues of visas, registration, tax, movement of personnel etc
- Possess good knowledge of labor law and country legislation
- Excellent technical knowledge on general HR areas as indicated by the key result areas

LANGUAGE SKILLS

Proficiency in spoken and written English and Basic Arabic

How to Apply:

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents, national ID cards and any other relevant documents, 4 professional references (three of which must be current or former direct supervisors) with details of their daytime Telephone contacts and email addresses: recruitment@scienceteachersinitiative.org not later than December 30th, 2021

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply. Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is open to South Sudanese national only.

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

