

JOB DESCRIPTION.

Job Title:	Administrative and Human Resources Coordinator
Location:	Juba – South Sudan
Reporting to:	Country Director
Management responsibility (if applicable)	Drivers
Type of position:	National position
Grade and Salary:	A competitive INGO salary will offered
Contract terms and hours:	Open ended, subject to funding

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We have programmes in around 10 countries and territories across Africa, the Middle East, Asia and Europe and have over 160 staff. We work with a wide range of partners including government agencies, international organisations, civil society organisations, youth and women groups; and communities.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld in South Sudan:

Saferworld started working in South Sudan in 2008, first on community policing and then on community security and peacebuilding. During this period, Saferworld worked with 12 long-term South Sudanese partners to implement the programmes. Saferworld will continue to work with South Sudanese people and their institutions to sustain locally owned and led peacebuilding efforts. Specifically, Saferworld will work with communities, local authorities and civil society organisations to support gender transformative work, and promote the participation of young people and other marginalised South Sudanese to take charge of their own future and fully participate in decision-making processes.

Job purpose:

Reporting to the Country Director, the Administrative and Human Resources Coordinator will be responsible for the smooth running of the Juba and field offices, and support the organisation in achieving its HR objectives.

Specifically, the post holder will be responsible for:

- The smooth running of Saferworld's operations functions in South Sudan – in Juba and field sites.
- Providing optimum support to country office programmes, coordination of staff recruitment and selection, employee orientation and on boarding, benefits and salaries administration, performance management, management of employee discipline, and employee separation.

Roles and responsibilities:

1. Human Resources

- Assist in the development and communication of Saferworld's human resources policies and procedures, working with the Country Director and HR Team in London.
- Contribute to the country human resource planning in line with the organisational strategy.
- Ensuring implementation of Saferworld's recruitment strategy in the country office, and that recruitment practices are fair, transparent and consistent and comply with regulations and organisational good practice.
- Responsible for preparing HR documents, maintaining accurate and complete personnel and recruitment files; and updating checklist and HR trackers as necessary.
- Manage the implementation of induction programmes for new staff, and ensure that probation and other processes are in place.
- In collaboration with Finance, prepare monthly payroll ensuring staff changes (new hires, terminations etc.) are accurately reflected on HR monthly reports and documentation is complete and filed in the personnel file.
- Ensure that Saferworld complies with South Sudan labour laws, keeping up-to-date with pertinent legislation and networking with other NGOs in South Sudan.
- Working with senior management, identify staff development/training requirements and ways in which training needs can be met.
- Coordinate and Implement any outstanding/arising Human Resources related audit recommendations at country level in liaison with the Country Director.
- Advise and assist line managers in performance management and other HR processes.
- Provide pastoral support where appropriate.

2. Administration

- Ensure the efficient and smooth running of Saferworld's Juba office: security of staff, guests and assets; lighting; office supplies and other office needs.
- Regularly maintain up-to-date and complete Saferworld and project specific registers, and provide information when required.
- Responsible for liaising with relevant government institutions such as the Relief and Rehabilitation Commission and Ministry of Labour re Saferworld operating in South Sudan, work permits for non-South Sudanese staff and consultants, their registration with South Sudanese immigration authorities and other compliance requirements.

3. Operations

- Responsibility for ensuring vehicles and generators are effectively maintained and operational at all times, including daily movement plan, fuel supply and tracking; service schedules for vehicles and generators.
- Ensure that all vehicles are well equipped and fitted with requisite devices, tool and first aid kits.
- Responsible for compilation and filing of security incident and accident reports.
- Ensure Saferworld procurement policies and procedures are implemented, including proper documentation as per Saferworld Procurement policy.
- Maintain procurement records to maximum standard in accordance with Saferworld procurement standards and procedures.
- Ensure all goods required for the programme activities are in place when needed.
- Responsible for organising travel and transport of staff, partners and consultants, their accommodation and where relevant, process their immigration and other documents.
- Support field staff on any logistical work related issues.
- Provide timely and appropriate support to all field offices.
- Coordinate with the Safety and Security Coordinator to get security clearance as required for field trips.
- Responsible for the timely renewal of all insurance policies, the annual selection of service provider, renewal of all service contracts, and IT in Juba office and support IT functions in field offices when relevant, working with the IT consultant.

4. People management

- Participate in the hiring of drivers and other support staff and be responsible for their line management.
- Responsible for coordination and setting performance standards and objectives for all direct reports and reviewing their performance against set objectives.
- Together with the Country Director, facilitate the identification of learning and development needs of direct reports and liaise with Country Director and HR London on the delivery of the identified capacity gaps.
- Coordinate and facilitate the coaching and mentoring processes of direct reports to improve Saferworld's delivery of services.

5. Field coordination

- Ensure that each and every vehicle has all the required documentation before leaving for field trips/activities.
 - Play leading role in office space management, including the anticipation of office space needs.
 - Ensure compliance with national and organizational Health and Safety policies, including for any Saferworld staff based in Saferworld/offices of partners in various locations in South Sudan.
 - Develop, implement and monitor policies and procedures relating to Saferworld's operations and administration in South Sudan, liaising with Safety and Security Coordinator and other Managers/Coordinators in Juba and the field.
 - Support the development of field offices as appropriate.
 - Responsible for overall management of Saferworld South Sudan vehicles. The post holder will develop, implement and maintain a cost effective and efficient fleet/transport system including fleet standardization, vehicle movement control, fuel, consumption monitoring and service.
6. Occasional duties:
- As and when delegated by the line manager

Key working relationships

South Sudan: Finance team; Programme team, field and partner staff; NGO Forum HR Working Group

Other country programmes: Sudan, Uganda and other country programmes (when needed)

UK office: Learning and Support; Finance; Global Operations Manager, People and Culture

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • As per Saferworld existing delegation of authority matrix
Financial resources	N/A
Other resources	<ul style="list-style-type: none"> • Shared Responsibility for premises maintenance and security • Responsibility for asset maintenance and IT systems
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance with organisational policies, procedures and practices • Ensure compliance with national legislation. Where there is contradiction, seek guidance

Person specification

Knowledge, qualifications and experience

- BA degree or in business studies or similar field.
- Experience in a Human Resources, Office Management and/or Operations Management.
- Working experience with INGO preferred.
- Knowledge of payroll software, an asset.
- Knowledge of spoken Arabic, an advantage.

Skills and abilities

- Creativity, demonstrable problem solving attitude and ability to work under pressure.
- Ability to juggle multiple tasks and achieve the best optimum results.
- Strong written and verbal communications skills in English.
- Strong interpersonal skills and adeptness at employee relations including conflict resolution.
- Highly organized and self-motivated.
- Demonstrated commitment to working with diverse staff and partners.

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.
- Commitment to maintaining professional confidentiality at all times.

Other requirements

- The job may require prolonged periods of desk sitting and working on a computer.
- The position is based in Juba, with occasional travel to field offices/project sites.

Application process

To apply:

- Either download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: South Sudan Admin and Human Resources Coordinator)

OR

- Drop hard copy of your application form at Saferworld office, Off Addis Ababa Road, Opposite Quality Hotel, Behind South Sudan Bureau of Standards, Hai Cinema, Juba

Deadline for applications: 10 March 2022