

JOB DESCRIPTION

Job Title:	Human Resources and Administration Manager
Location:	Khartoum, Sudan
Reporting to:	Country Director
Management responsibility (if applicable)	Administrative Assistant
Type of position:	National
Grade and Salary:	Competitive INGO Salary (Grade F)
Contract terms and hours:	Contract Duration: 12 months Hours of work: 37.5hrs/Week Annual Leave: 28 Days (January – December) Medical: Travel Insurance+ Medical Cover

Background:

This is an exciting opportunity to join Saferworld's team in Sudan. This role will lead Saferworld Sudan programme's HR and Administration. This role will report to the Country Director.

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.

Job purpose:

The people who work for Saferworld are fundamental to the organisation achieving our strategic objectives, and we are committed to ensuring that we develop and follow best HR practices.

The Human Resources and Administration Manager will be responsible for managing all aspects of human resource functions, including recruitment, HR policy development and implementation, and staff care, ensuring that these follow existing Saferworld practice and guidelines and to a high standard.

The HR and Administration Manager will also work closely with HR staff in headquarters to ensure that the organisation's HR priorities are implemented in Sudan.

This role will liaise closely with senior management to understand the country programme strategic needs, and develop plans to address them from an HR and Administration perspective.

Roles and responsibilities:

Strategic human resources planning & staffing

- Develop and implement a HR strategy that reflects the country programme growth expectations, current and future staffing, training and other needs.
- Ensure all elements of the human resources cycle i.e. HR planning, recruitment & selection, employee relations, staff welfare, training & development, career and performance management, compensation & reward, and exit management are effectively implemented across all the departments;
- In consultation with other managers anticipate future staffing requirements in line with the country strategy and departmental strategies.
- Manage the implementation of Saferworld's recruitment policy, including selection and ensuring that recruitment practices are fair and consistent and comply with regulations and organisational good practice.
- Lead on review of job descriptions, specifications and grading in line with job scope and dynamics in liaison with user departments

- Carry out demand and supply forecast of HR requirements for all departments and design human resource action plans to bridge staffing gaps and deal with surpluses
- Oversee the recruitment, deployment and retention of quality talent for the Sudan programme
- Manage staff induction and probation in line with Saferworld's policy.
- Perform salary and benefits survey on an annual basis in cooperation with Head Quarters
- Manage staff and consultant contracts

Employee relations

- Provide leadership to country office staff in relation to HR, ensuring compliance with Saferworld's approved global policies and procedures.
- Ensure that all staff are aware of policies and procedures in place.
- Foster and maintain a cohesive performance-based culture, that enables continuous improvement, and delivers on the organisational and country strategic objectives
- In liaison with the Operations and Security Coordinator, manage employee relations, wellbeing, safety and health, to foster a conducive work environment and ensure legal compliance.
- Act as focal point for all initial queries from staff regarding policies and procedures.
- Monitor and advise on disciplinary and grievance matters in accordance with Saferworld's policies and procedures

Government relations

- Represent Saferworld at the Ministry of Labour in pursuit of Saferworld interests
- Liaise with authorities to secure permissions and permits as necessary
- Oversee necessary government approvals as required (e.g. adverts and work permits)
- Work with management and legal adviser to resolve serious HR related issues with authorities

Employee evaluation, capacity development and training

- As part of the organisational HR team ensure that cross organisational training and development programmes are put in place.
- Coordinate country programme training needs assessments, and plan training and development interventions in line with the overall country strategy for improved performance
- Ensure that performance management procedures are followed
- Oversee the organisation's HR development priorities within Sudan including skills audit, advising the Country Director, as appropriate
- Conduct trainings for Saferworld staff on HR issues where appropriate

HR administration

- Contribute to regular reviews of the Sudan HR Handbook, ensuring that policies remain in compliance with local labour laws, and recommend updates where required.
- Support partner organisations in the development of HR processes (with travel)
- Develop and maintain robust administrative systems on records management, and office maintenance;

Supervision and management

- Line manage HR and administration staff as appropriate, including performance appraisals etc.
- Provide technical management to staff with HR functions
- In liaison with the Operations and Security Coordinator, coordinate and supervise the administrative function and outsourced services of the country programme including management of the office premises, facilities and all office equipment and property and ensure safety in the workplace and provision of working tools. In their absence cover for the main operational areas.

Key working relationships

- Programme Staff. (Programme Manager, Project Managers, Project Coordinators, MEL, etc.,)
- Support Staff, (Finance, Operations and Security)
- Regional Staff/Staff in HQ (Regional Head, HR/Operations colleagues in the region, HR colleagues in HQ)
- Sudan National/State Ministries of Labour.
- Sudan NGO Forum
- HR Colleagues in the INGO platform.

Scope and accountability	
Decision making and limits of authority	<ol style="list-style-type: none"> 1) Decisions relating to design and management of HR function in the country; 2) Participation in the decision-making process on key programme decisions, working closely with Country Director and the management team
Financial resources	HR and Administration Budget
Other resources	<ul style="list-style-type: none"> • Technical responsibility/editorial responsibility for online HR platform • Shared responsibility for information database, quality and accuracy of data • Responsibility for premises maintenance and security • Responsibility for specialist equipment, including
People management	<ul style="list-style-type: none"> • Line management of Finance and Administrative Assistant; • Close work with partner- organisations • Capacity building of partners in HR policies, procedure, and processes
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure that employment practice in the country office is compliant with country labour laws, including safeguarding, health and safety.
Person specification	
<ul style="list-style-type: none"> • Fluency in English, and Arabic (written and spoken) • Able to build trusted collaborative spaces for staff and managers using HR Business partnering approach • Independent, self-starter. Equally able to work solely and in the team. 	
Knowledge, qualifications and experience	
<ul style="list-style-type: none"> • Educated to degree level in Human Resource Management, Business Administration, Public Administration or equivalent experience. • Sound HR Generalist experience working in management or leadership positions in the international aid sector. • Experience with HR in an international context, together with a sound knowledge of employment legislation and Sudan labour law. • Experience implementing, maintaining and improving relevant systems, procedures, HR projects. • Experience in supporting senior management during the programme expansion stage, including team design, change management. • Strong understanding of best L&D practices, proven experience implementing new L&D initiatives. 	
Skills and abilities	
<ul style="list-style-type: none"> • Ability to exercise good judgment in difficult situations • Leadership and visioning skills • Excellent interpersonal and communication skills • Sound computer skills: MS Excel, MS Word & Power Point • Strong organisational skills 	

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 Saferworld's mission and purpose and an interest in conflict prevention, arms control and or development

Other requirements

May be required to travel to the field from time to time to offer HR field support

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at jobs@saferworld.org.uk (Ref: HRM22)

Deadline for applications: 16 October 2022

We only accept completed application forms. Please do not send your CV in place of an application form.