

20 January 2023



Save the Children

Job Advertisement

50-H-3  
Approved by  
MOI 28/01/23  
MINISTRY OF LABOUR  
PUBLIC OF SOUTH SUDAN, JUBA  
20 JAN 2023

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:

**Job Title:** HR Coordinator – Learning & Development

**Location:** Juba, with 60% Field Travel

**Reports to:** HR & Organizational Development Director

**Contract Period:** 12 months with possibility of extension

**ROLE PURPOSE:**

As a key member of the Country Office Human Resources team who works in close collaboration with the Director of HR and Organisational Development, SMT and the entire HR team, the position holder will be responsible for managing the learning and development functions for the South Sudan Country office.

**SCOPE OF ROLE:**

**Reports to;** HR & Organizational Development Director

**Dotted Reporting Line:** N/A

This role will dedicate 80% of time to Learning and Development and 20% to Human Resources support and is responsible for managing the Learning and Development function for the country office and closely work with the HR Director, SMT and the entire HR team.

**KEY AREAS OF ACCOUNTABILITY:**

**LEARNING AND DEVELOPMENT**

- Responsible for follow up on staff inductions and to ensure that all new staff receive the SCI Induction and complete the on-line training within 3months of joining and in respective to the Passport to Success guideline.
- As part of the induction process follow up with line managers and new joiners and ensure that they set objectives for the probation period on a timely manner.
- Remind line managers of end of probation reviews and ensure that documentation for the process is filed accordingly.
- Provide refresher trainings to line managers and all staff on performance management i.e. the



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develop to perform approach cycle and how to register it in oracle system.

- Ensure that line managers and staff set annual and quarterly goals and maintain the data base for all staff on progress.
- Provide support to line managers with the support of the HRD on managing performance issues, and provide guidance on performance improvement plans.
- With the support of the HR Director identifying training and development needs within the organisation through a gap analysis of strategy and the current skills set, job analysis, performance appraisal, and regular consultation with managers on employee development plans,
- With the support of the HRD, lead in the development of an annual Learning and Development plan for the Country Office working with a cross functional team
- Monitor the implementation of the L&D plan, in consultation with the cross functional team
- Designing and expanding training and development programmes based on the needs of the organization and the individuals in the development plans
- Managing the Learning and Development budget, monitoring and reporting on expenditure
- Tracking all training in the Country Programme and reporting on training outcomes
  
- Partner with the managers in the designing and delivery of training and development initiatives to ensure quality programmes,
- Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers;
- Ensuring that statutory mandatory training such as Child Safeguarding, Fraud and Anti Bribery are conducted.
- Evaluating training and development programmes.
- Promote E- learning (LMS) in the Country Programme and ensure registration of candidates onto the platform.
- Researching new technologies and methodologies in workplace learning and presenting this research to the HRD.
- Supports line managers ensure a fair allocation of training and regular communication with staff on this to ensure transparency in decision making

### **Talent Management & Succession Planning**

- Work with the Director of HR and Organisational Development and Regional office to support staff in coaching and mentoring their teams on key learnings required for the emergency.
- Work with the Director of HR and Organisational Development to assist staff in creating capacity building plans for their teams.
- Support the Director of HR and Organisational Development on the succession planning process for the country based on the agreed timeline by the Regional office
- Advise the SMT on relevant training and capacity building programs for staff at all level

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment across the Region to lead, enable and maintain our culture of child safeguarding



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**Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Future orientated, thinks strategically and on a global scale

**Collaboration:**

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

**Creativity:**

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

**Integrity:**

- honest, encourages openness and transparency, builds trust and confidence
- displays consistent excellent judgement

**QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Human Resource Management, Business Administration, Social Sciences or relevant field.
- A post-graduate Diploma in Learning and Development would be an added advantage.
- Minimum of 3 years field experience in HR with a focus on learning and development.
- Excellent negotiation, representation skills and the ability to work comfortably with an ethnically diverse staff
- Demonstrated attention to detail, ability to follow procedures and meet deadlines
- Demonstrated ability to live, work and solve problems independently and effectively in a multi-cultural setting.
- Demonstrated ability to effectively work in teams in different locations in a high pressure environment.
- Good knowledge and experience of generalist HR issues, including South Sudan Employment Law, recruitment and selection,
- Proven ability to influence and negotiate at senior levels and build capacity within management teams.
- Excellent communication skills (Verbal and Written)
- Excellent presentation and facilitation skills.
- Strong team player, collaborative and capable of building effective relationships across all levels
- Proficiency in Microsoft Office products (Word, Excel, Outlook, Powerpoint)
- Comply with the requirements of Save the Children's Safeguarding Policy and other Global Policies.
- A commitment to promoting diversity and equality of opportunity in employment and an empathy with SCI values and objectives
- A willingness to travel occasionally to field area offices.
- Fluency in local Arabic and preferably English, both verbal and written

**Additional Job Responsibilities:**

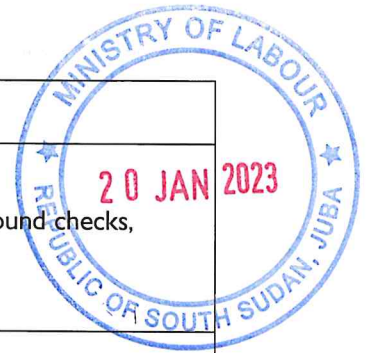
The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal opportunities:**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and



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Diversity policies and procedures.
<b>Child Safeguarding:</b> We need to keep children safe so our selection process, which includes rigorous background checks, Reflects our commitment to the protection of children from abuse.
<b>Safeguarding our Staff:</b> The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy
<b>Humanitarian response:</b> In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly
<b>Health and Safety:</b> The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.
<b>Child Safeguarding:</b> Level 3: the role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.  We need to keep children and all beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and beneficiaries from abuse and exploitation

**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

**In case you face any difficulty to access the link, please come to Save the Children International head office Juba at Hai Malakal or any SCI Field Offices near you for HR support.**

Deadline for submitting applications: **09<sup>th</sup> February, 2023.**

Cc: [Moljobadvert@gmail.com](mailto:Moljobadvert@gmail.com); (National Ministry of labour email Address Juba)

