

JOB ADVERT

JOB TITLE: Country Human Resource and Administration Coordinator
DEPARTMENT: Administration
SUPERVISOR: Country Program Coordinator
LOCATION/DUTY STATION: Juba, South Sudan
GRADE: AAH 4
OPENING / CLOSING DATE: 08/09/2026 – 25/09/2026

50-H-3
Approved by
Inspector of Labour
08 SEP 2026
8/9/2026

Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Action Africa Help International to identify a qualified South Sudanese professional for the role of Human Resource and Administration Coordinator for the organisation.

About AAH-I

Action Africa Help International (AAH-I) is an African-led non-governmental organization committed to supporting vulnerable communities and bridging the gap between humanitarian aid and long-term development to sustainably improve livelihoods and well-being. With over 30 years of experience, AAH-I operates in South Sudan, Kenya, Somalia, Uganda, Zambia, and Ethiopia, focusing primarily on populations affected by conflict, including refugees, internally displaced persons (IDPs), and host communities.

Project Background

The Action Africa Help International (AAH-I) Logistics Project under the UNHCR is a long-running humanitarian initiative dedicated to providing critical logistics, infrastructure, and multi-sectoral support to refugees and internally displaced persons (IDPs) across South Sudan. Running continuously since January 2013, the project acts as a vital lifeline by transporting emergency relief, managing core supply chain components, and constructing essential community

Overall Responsibility of the Position

The HR & Administration manager will lead, provide strategic HR and administrative direction and guidance on the development and monitoring of progress related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative and external liaison functions of the country office. The function should be carried out in a manner that ensures there is conducive working environment, a skilled and motivated workforce that facilitates the achievement of the organization's objectives and that the organization is in compliance with employment legislation and policy guidance in South Sudan.



Duties and Responsibilities

a) Human Resource Policy

- Work collaboratively with SMT to develop and implement integrated HR solutions, including design, review and management of HR and admin policy and procedures and monitor all HR and admin activities and practices to ensure compliance with South Sudan labour laws and AAHI internal policies.
- Manage industrial and employment relations matters and provide mentorship, training, advice and general guidance to managers and supervisors on labour laws and related market practices so as to ensure a harmonious work environment.
- Ensure that the organization's overall human resource policies, rules and regulations and procedures comply with South Sudan Labour law.
- Train managers and sector heads and supervisors on basic staff management and disciplinary skills and provide counselling support to all staff.
- Continually review and update the terms and conditions of service of employees and ensure that these are communicated to all staff.
- Continually review pay and reward systems that are in place within the budget lines so as to ensure that employees are sustained and motivated.
- Train staff on other AAHI essential policies such as PSEA, Whistleblowing etc. and monitor their implementation

b) Performance Management

- Coordinate the performance management process to drive a high performance culture and all related functions including staff appraisal, training, planning and implementation and incentive schemes.
- Ensure that all key jobs have back up and that the organization is not over-dependent on any one individual for successful operation.
- Conduct performance evaluation training and monitor projects' and sectors' performance in conducting the performance evaluation.
- Manage the human resources planning process to determine the organizations long term staffing needs through discussing the personnel needs with project managers and sector heads and prepare personnel forecast to plan employment needs.
- Liaise with managers and sector heads and develop individual human resource staff to help them achieve full potential and deliver consistently high performance standards.

c) Recruitment, selection and on-boarding

- Direct and manage the recruitment and selection process and train line managers in interviewing, assessment procedures and on-boarding.
- Put in place appropriate employment policies and procedures and recruit staff ensuring the new employees receive proper induction regarding their duties and terms of employment.

d) Learning and development

- In liaison with the SMT, identify and implement staff development programs, promotions and carrier progression.
- Put in place and regulate and update succession plans that ensure the continuous availability of internal candidates to fill vacancies within the supervisory and management grades.



- Sensitize all staff on the HR and admin policies and guidelines and coordinate staff capacity building in all the AAHI field offices including review of the systems/ processes to identify and address gaps for effective services delivery.
- Develop and drive employee assistance programme, career management programme and improvement in workplace environment and facilitate engagement within the organization by conducting surveys to gauge level of satisfaction within AAHI SS.
- Identify cost effective areas and drive process changes through effective communication and enforcement of new ways for working.

e) Reporting and management of human Resources Metrics

- Responsible for HR and Admin monthly reporting including but not limited to Board Reports, Monthly HQ and Country Directors reports, score cards and other management reporting as may be required from time to time.
- Monitor the compensation and benefits data of the organization to determine the competitiveness of the compensation plan.
- Handle staff grievances in a prompt, conscience manner while paying heed to the program needs and policies.

f) Leadership

- Provide HR and admin direction, leadership, capacity building and coaching interventions and build a competent and motivated HR and admin team to support the country programmes in line with AAHI South Sudan Strategic Plan.
- Keep abreast with strategic HR and admin issues in the country and provide inputs into the development of country strategic initiatives.
- Oversee staff welfare and disciplinary matters, including investigations of incidences of policy violations, prepare reports and leads in mitigation measures.
- Develop and manage HR and admin budgets
- Lead the Human Resource functions in resource mobilization, ensuring that necessary HR and Admin requirements are incorporated into the project proposal.
- Work in collaboration with the Country Finance Manager to provide inputs in the processing of monthly staff payrolls.

g) Administration

- Oversee proper running and maintenance of the office ensuring all appropriate services and office equipment are maintained properly ensuring legal compliance in areas covered by the administrative team.
- Direct and oversee all administrative operations, logistics related activities including security, procurement, preventive and corrective maintenance of, work permits, Visas and alien registration for international staff, office supplies and travel management.
- Provide support to other field offices in the country as necessary to ensure all staff on board are properly trained around administrative procedures.
- In collaboration with head of programme, plan, coordination and ensure timely project close outs and start-up administrative and HR activities including completion of job descriptions, job advert placements, recruitment and orientation of new staff and employee close out procedures.



Expected Results

- Organization HR strategic plan developed to guide talent acquisition and retention
- HR management policies and procedures implemented.
- All new employees have contract, job descriptions and are properly oriented into the new roles.
- Performance management is built into the culture of the organization and run according to the stipulated timelines.
- Key staff positions identified and succession plans developed and maintained for supervisors and management positions.
- Workforce plans for existing and new projects developed and gaps addressed.
- Managers and supervisors are made aware of the legal provisions guiding employment relations, disciplinary issues closed first time right with minimum or no risk.
- Periodic reviews on terms and conditions of employment and administrative issues are conducted, outcomes clearly communicated and an independent plan put in places.
- The AAHI workforce is strengthened through coaching and planned capacity building interventions.
- Office runs with minimum or no interruption of essential services.
- HR and admin reports delivered within agreed times and corrective actions implemented.

Qualifications

- A minimum of first degree in HR management, Business administration or social Sciences with post graduate diploma and / or masters in Human Resources Development.
- 7 – 9 years' experience in similar or higher position.

Skills and Competencies

- Strong interpersonal and relationships building skills and demonstrated ability to engage internally and externally.
- Sound experience in Human Resource Management, experience working with HR management systems such as ERP/ HR Module.
- Demonstrated performance management and monitoring skills.
- Knowledge of labour laws and employment legislation.
- Effective counselling, communication and listening skills.
- Flexible and adaptable with the ability to produce creative solutions to HR problems.
- Strong industrial and employee relations skills.
- Proven ability to plan, organize and prioritize work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of strategic priorities.
- Computer literate, with high degree of proficiency and productivity.
- Committed to the organizational values of AAHI.



Safeguarding Statement

Children and vulnerable adults who come into contact with AAH-I as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAH-I shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/> which can be also found at www.imatongemploy.com

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping.

Please contact +211 921 277 383 for queries.

Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 25th September 2026 at 5pm.

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

