

VACANCY NOTICE

Job Title	Human Resource Coordinator
Location	Khartoum with frequent travels to the field offices (80/20 Khartoum/ field)
Reporting To	Finance Manager
Job Purpose	Implement and review existing procedures, develop new or revise ways of handling HR management and development functions, and ensuring their proper implementation at federal and state level. Ensure HR policies are in compliance with the Laws of the Country. Coordinate all national and international recruitment and ensure proper documentation.
Primary Working Relations	Sudan - The Heads of Departments and Field Coordinators, Labor Office and Humanitarian Aid Commission (HAC). Ethiopia – HR Officer at the Regional Office Sweden – HR Manager at the Head Office
Organizational Overview	<p>International Aid Services (IAS) is one of the leading organizations in Sudan on Integrated Water Resource Management (IWRM) and Inclusive Education (IE). We reach approximately 350,000 people and invest over 6 million US dollars annually to serve the most vulnerable communities in Sudan through programmes in WASH, Education, CSD and Rapid Responses.</p> <p>IAS is an operational part of Läkarmissionen in Sweden and founded on Christian core values. Believing that every human is unique and of equal value regardless of belief, gender, ethnicity, or any other factor that might provide grounds for discrimination.</p> <p>IAS is looking for a colleague for our Head office in Khartoum, Sudan who has the experience and competencies to phoster a professional and healthy workplace ensuring HR procedures covering the full cycle from recruitment, employment and exit run smoothly at all times. This will maintain a competent and relevant workforce in IAS that will bring immediate and lasting changes in the lives of the people we serve in Sudan</p> <p>For more information about IAS, including its vision, mission and core values, please visit the IAS website at www.ias-intl.org</p>
Special Attention	Qualified female candidates and people with disabilities are encouraged to apply!

Primary Duties and Responsibilities

Program concept & Design

- Ensure that IAS policy implementations for human resource management functions at the project offices comply with legal and administrative requirements of national government requirements.
- Ensure that effective and efficient human resource management systems and procedures are in place and are regularly updated and implemented in line with the national policies.
- Facilitate, organize and participate in the recruitment process of new staff and the familiarization of IAS policies and working guidelines in the form of induction to all staff of the all offices. Participate in the recruitment, selection, placement and termination (contract extension) of employees as called for and respond to staff problems.
- Oversee the performance management system, personnel records, employee relations, as well as training and development of the staff in all offices. Also ensure that relevant reports are produced and dispatched timely to the pertinent organs in the organization.

- Oversee proper implementation of staff benefits package for staffs and ensure that records are maintained and updated.
- Support initiatives on staff wellbeing program.
- Liaise with line managers on planning and utilization of annual leave by creating proper awareness and making negotiations if necessary.
- Ensure that new staffs are registered with the government pension scheme and required documentations are submitted.
- Provides Human Resources information for management and staff based on data analysis and interpretations.
- Maintain confidentiality in respect of all staff records whether manual or computer maintained. Coordinate submission of required HR information to the Finance Manager on regular basis and when requested.
- Liaise with managers and employees and ensure online submission of timesheet as per the standard set timeline.

Desired Minimum Qualifications/Experience

- Undergraduate degree in Business Administration, or other relevant discipline; postgraduate qualification an advantage, desired MBA with major in Human Resource Management.
- 5 years HR work experience, with at min. of 1 year in an international organisation and preferably within the NGO sector.
- Solid understanding of labour legislation and payroll process.
- Fluent in Arabic and English verbally and in writing.
- High proficiency in computer programmes such as Outlook, Word and Excel.

Skills/Attributes

- Committed to IAS core values;
- Strong interpersonal skills with the ability to build positive relationships with staff at all levels;
- Excellent in communication using face to face meetings, video conferencing, ZOOM, Teams, phone, email etc.
- Mentoring/coaching skills to function as a catalyst;
- Able to work with diverse cultures in an international organisation;
- Proactive and flexible work style with an interest in being part of a dynamic and demanding team;
- Strong analytic skills to facilitate informed strategic choices;
- Caring for the details to ensure quality while mastering the helicopter view too to ensure impact;
- Self-disciplined, high level of integrity, honest, respect for diversity, enthusiastic and ability to operate independently regardless of structures;

Job Commitment

Starting Date	As soon as possible.
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Submission of Application

Closing Date	8 May 2021
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Address	All applications should be submitted electronically to ias-sudan-hr@ias-intl.org
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Please use reference code "HR Coordinator" in the e-mail subject line.

Other Information	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> • Cover letter explaining your motivation for seeking this job and to work in IAS. • Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details and names of three references. • Salary expectations. <p>NB: IAS does not refund any expenses in connection with interviews. Only short-listed candidates will be contacted.</p> <p>IAS IS A SMOKE AND DRUG FREE ENVIRONMENT!</p>
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