

## HR and Administration Manager

### Background

Malaria Consortium is a British registered charity ([www.malariaconsortium.org](http://www.malariaconsortium.org)) specialising in communicable disease control programmes. In Republic of South Sudan MC provides support to the Ministry of Health (MoH) of the Government of South Sudan (GoSS). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen quality of care of government staff in health facilities. In the past year we have also begun implementation of community based programmes focussing on controlling key childhood illnesses. Our current programmes are focussed on control of Malaria, pneumonia and diarrhoea. Our programmes also have elements of health systems strengthening (HSS). We have over 90 Sudanese staff employed across three states.

The successful candidate would be responsible for the following duties:

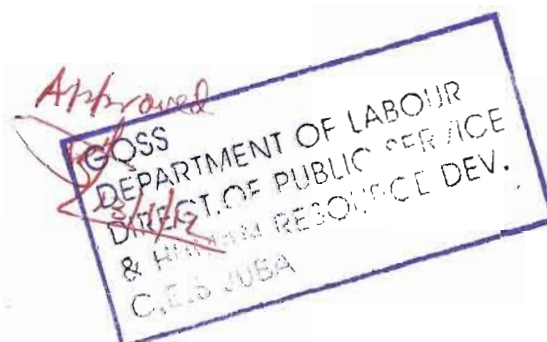
### Recruitment

- Ensure that efficient recruitment of staff as needed by co-ordinating with the area co-ordinators and Programme Managers.
- Ensure that the HR manual is adhered to.
- Manage and direct HR officers in the field.
- Conduct staff appraisals.
- Negotiate Industrial Disputes with staff.
- Review payroll monthly.
- Liaise with Ministry of labour and Department of Immigration.
- Maintain complete and detailed HR filing system
- Ensure that all expatriates have valid visas and work permits.
- Orientate new staff when they arrive in country.

### Qualifications

- Third level qualification in Business Administration or Equivalent.
- At least two years experience working for NGO or Private sector in the area of HR
- Confident negotiation skills
- Good written and oral English skills

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**Package:** Competitive NGO salary and benefits.

**Contract duration:** 6 months with the possibility of extending

**Contact Details:** CVs can be handed into the Malaria Consortium Office or emailed to [M.Tony@malariaconsortium.org](mailto:M.Tony@malariaconsortium.org)

**Application Deadline:** 20th January 2012

**Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful**

