



POSITION: Human Resources Manager

ORGANISATION: African Parks – South Sudan

LOCATION: Boma & Bandingilo National Parks, South Sudan

REPORTING TO: Park Manager

EXPECTED START DATE: *As soon as possible*

BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

JOB OVERVIEW:

The Human Resources Manager will lead and direct the end-to-end processes of the Human Resources Department, including recruitment and selection, onboarding and induction, performance management, compensation, payroll, training and development, leave, reward and recognition and enforcing policies and procedures. The incumbent will support management in defining and leading the implementation of the human resource strategies and initiatives, which must be aligned with the overall organizational strategy and local legislations.

MAIN ROLES & RESPONSIBILITIES:

- Enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.



- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain up-to-date organizational charts of various departments.
- Support managers in the recruitment and selection process; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Manage a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets;
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implement employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends and recommending benefit programs to management.
- Ensure legal compliance by monitoring and implementing applicable human resource requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retain historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Oversee and manage the performance management cycle and ensure its objective application by supporting managers in objective-setting, defining technical competencies, and conducting performance reviews.
- Support Head of Departments in defining their human resource needs.
- Conduct training needs analysis, prepare training plan and organize training delivery to fill in developmental gaps.
- Bridge management and employee relations by addressing demands, grievances or any other complaints.
- Participate in the development of the human resource budget, in collaboration with Finance, and according to future operational needs, training plans and periodic proposals.
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law.
- Manage the human resource and administration team, and coach and develop team members.
- Cooperate with management in its achievement of its health and safety legislative obligations.



- Maintain accurate human resource metrics and dashboard.

KEY RELATIONSHIPS:

- Regional Operations Manager
- Park Manager
- Heads of Department
- Ministry of Labor
- Government and regulatory bodies

EDUCATION AND EXPERIENCE:

- Minimum eight (8) years of experience in a similar role, with a preference of two (2) years with a conservation or non-profit organization;
- A degree in human resources management or related field;
- Knowledge of local labor laws and human resources best practices;
- Exceptional communication skills, delivered both verbally and in writing;
- Compassionate, energetic, self-motivated and enthusiastic;
- People oriented and results driven;
- Excellent active listening, negotiation and presentation skills;
- Competence to build and effectively manage interpersonal relationships at all levels of the organisation;
- Fluency in English. French will be an advantage;
- Strong capacity to manage time and competing priorities;
- Strong initiative, perseverance, and resilience; and
- Willingness to live in a remote setting and with previous experience living in Africa.

HOW TO APPLY:

To apply, please email your CV and cover letter to centralafrica.hr@africanparks.org by Tuesday, 4th October 2022. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.