



## HUMAN RESOURCE MANAGER JOB DESCRIPTION

### Job Purpose

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

### Primary Duties and Responsibilities

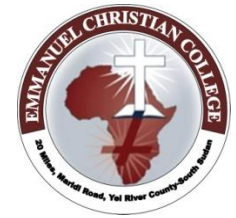
1. Maintains the work structure by updating job requirements and job descriptions for all positions.
2. Maintains the organization's staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
3. Prepares employees for assignments by proactively establishing and conducting orientation and training programs.
4. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
5. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
6. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
7. Ensures legal compliance by monitoring and implementing applicable human resource legal requirements and regulations; conducting investigations; maintaining records; and representing the organization at hearings.
8. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
9. Maintains historical human resource records by designing a filing and retrieval system; and keeping past and current records.
10. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
11. Completes human resource operational requirements by scheduling and assigning employees; and following up on work results.
12. Maintains human resource staff by recruiting, selecting, orienting, and training employees.
13. Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
14. Contributes to team effort by accomplishing related results as needed.
15. Maintain a safe and clean work environment.
16. Share the vision of ECC, understand and follow ECC rules and regulations.
17. Perform all duties as assigned and required.

### Line of authority

The human resource manager reports to the Principal.

### Education And Experience Requirements

- University degree with specialization in human resource management
- Minimum of seven years of work in this field



- Proficiency in the use of computers for: Word processing, Excel, PowerPoint, Databases, E-mail and Internet.
- Strong organizational, analytical and interpersonal skills.
- Strong verbal and written communication skills.
- Proactive, self-motivated to learn new concepts and participate in new projects.
- Strongly motivated to build peoples' capacities and proactively engage with staff to improve their capacities not only in the short-term, but also for their longer term personal growth.

The nature of the assignment requires a flexible personality, team player, excellent communicator, good verbal and written command of the English language, highly computer literate and a sense of humor. The person needs to be a Christian.

Duty station is Goli, about 1 hour drive from Yei. The selected candidate is expected to live there.

### **Recruitment process**

The vacancy will be announced through different means in March 2016. Interested candidates are requested to send a motivation letter together with their CV and proofs of e.g. education followed by e-mail to:

[principal@eccollegess.org](mailto:principal@eccollegess.org) with a copy to:  
[gjprinsecc@gmail.com](mailto:gjprinsecc@gmail.com)  
[arkanjelo61@gmail.com](mailto:arkanjelo61@gmail.com)

Hardcopies may also be presented to:

- The Principal in Goli, Caesar Drasi, in Goli; or
- Bishop Arkanjelo, African Inland Church, Juba

Selected candidates will be interviewed a.s.a.p. and the ambition is to have the selected candidate at work in April – May 2016.

For more information on ECC, please visit: <http://www.eccollegess.org/>

For more information/ questions, please contact:

Caesar Drasi, Principal of ECC

Telephone: +211 921380203

Email: [principal@eccollegess.org](mailto:principal@eccollegess.org)