



## **Red Crescent Society (SRCS)**

### **TERMS OF REFERENCE**

**Job Title:** HR & Admin Manager

**Gross Salary:** 1000 USD

**Net salary:** 750 USD

**Reporting to:** Secretary General, SRCS

**No. of Post:** 1

**Duty Station:** Khartoum with frequent travels to States.

**Duration:** One year Renewable

**Closing Date:** 28 July 2020

#### **Background:**

The Sudanese Red Crescent Society (SRCS) is a lead National society in providing quality humanitarian work, was established in 1956. (SRCS) was accepted into the Red Cross and Red Crescent Movement. (SRCS) a member of the International Federation of Red Cross and Red Crescent Societies (IFRC). The SRCS operates across the Sudan with 18 branches, more than 75 units and an active volunteer base of about 35,000.

The mission of (SRCS) is to Provide humanitarian aid services towards building secure and capable urban and rural communities through the transition to resilience, recovery, rehabilitation and development, in compliance with International Red Cross and Red Crescent Movement Principles and guidelines and in conformity with international human rights, through a sustainable development approach where environment conservation and rationalized use of natural resources are considered top priorities to help guarantee a safe global environment for future generations.

In 23 May, 2020, the Sudan Council of Ministers issued the decree No (179) by which a new Interim Central Committee for the SRCS was established with specific mandate to implement reform measures included in the decree.

For the success of such a huge reform endeavor, well planned, and carefully implemented strategic communication strategy is imperative.

#### **Overall Job Purpose:**

Developing and implementing HR strategies and initiatives aligned with the overall business strategy and bridging management and employee relations by addressing demands, grievances or other issues and managing the recruitment and selection process.

#### **Specific Job Duties and Responsibilities:**



- Manage the manpower planning in SRCS
- Support and coordinate the recruitment of required staff in SRCS HQ & Branches.
- Ensure recruitment documentation is prepared and communicated on time. These include job descriptions, adverts and recruitment reports.
- Provide administrative support to the recruitment process that includes contacting candidates and giving feedback to non-successful candidates.
- Administer and manage the employment contract
- Ensures payroll are reviewed and approved by line managers
- Follow up HR services (Attendance – OT – Leaves – Insurance ...etc) with his/her staff
- Responsible for developing, implementing and monitoring the new hire induction schedule
- Lead the implementation of HR Policy
- Lead the Implementation of HR Systems (PMS-TNA-Career path- Succession Planning...etc)
- Coordinate with the SRCS and all line managers to ensure PMS take place.
- Follow and prepare Training Needs Assessment and Personal Development Needs report.
- Supervise all administrative issues in SRCS HQ.
- Develop policies and procedures to guide the SRCS cleaning and security teams in the implementation of their duties.
- Develop/adapt Office Safety Rules that aim to ensure a safe and healthy work environment.
- Display Safety Rules throughout the office and provide orientation to staff.
- Supervise Developing and implementing a Cleaning Crew Work Schedule template to plan, prioritize and assign duties to cleaning staff on a weekly basis, ensuring fair distribution of tasks.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.

### **Minimum Qualification, Skills and Experience Required:**

#### **Qualifications and Experience**

- University Degree in Human Resources Management, Business Administration or other relevant field from a recognized University
- Minimum eight (8) years' experience in HRM, Administration

#### **Skills and knowledge**

- Excellent interpersonal & communication skills
- Fluency in English and Arabic oral and written is required.
- Presentation skills
- Excellent computer Skills
- Research skills
- Willingness and ability to work in unstable environments and adhere to SRCS security policies



### **Key Behaviors & Abilities**

- Maximizes use of resources to meet standards
- Ability to live and work under hardship condition with limited resources
- Demonstrate good organization capabilities
- Punctual at his/her duty station
- Respectful and willing to support others
- Confident in carrying out his/her tasks
- Ability to work independently and effectively as a member of team.
- Demonstrate commitment to SRCS core values and policies•

### **Required Competency**

- Communication
- Teamwork & Collaboration
- Result Orientation
- Analytical Thinking

Interested candidates are invited to send their Application, with their CV, copies of certificates (in PDF) should be sent directly to [www.sudanjob.net](http://www.sudanjob.net) or [job@srcs.sd](mailto:job@srcs.sd) only short listed candidates will be contacted for interviews. All inquiries should be addressed directly Sudanese Red Crescent Society (SRCS). Closing date will be on day: **28<sup>th</sup> /July/2020**. Any application after this date will not be considered.