



## Internal/External

### Job Vacancy Announcement!!

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both Pre-service and in-service), family planning, malaria, and IPC/WASH.

**The following vacant position is available for immediate filling:**

**Position : Human Resource Manager**  
**Reports to : Country Director**  
**Job Location : Freetown, Sierra Leone**

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#### **Job Summary**

The Human Resource (HR) Manager is responsible for implementing and maintaining HR systems and ensuring compliance with organisational policies, procedures and donor regulations.

#### **Policy and Procedures**

- Provides oversight to compliance with policies and procedures outlined in the Jhpiego HR manual
- Consults with local lawyer to ensure compliance with SL's labour laws

#### **JEMS**

- Establishes and maintains personal records for all staff on the Jhpiego Enterprise Management System (JEMS)
- Ensures high quality administration of the JEMS system including, adding new staff members, updating holidays and supporting the addition of new modules and functions and training staff to utilize them
- Provides regular HR feedback to all staff regarding timesheets, leave balances

#### **Medical Insurance**

- Manages relationship with Medical Insurance company including adding new members, managing claims and reimbursements

#### **Recruitment**

- Leads the recruitment processes for all local hires including finalizing developing job descriptions, posting vacancy notices, short listing candidates, finalizing the interview process (e.g. interview guides and exercises), implementing the interview process, selection of candidate, negotiation of salary, signing of contracts and documentation of the process.
- Negotiates and issues contracts for local consultants, in conjunction with Procurement

**Performance Management**

- Leads the implementation of the performance review processes including orientation of all staff, dissemination of documentation, oversight to complete documentation and processes, compilation of results and support for the proposal of merit increases. Support the implementation of any grievance or disciplinary action that needs to be taken
- Supports supervisors to implement performance improvement processes, when needed

**Conflict Resolution**

- Offers support in conflict resolution

**Capacity Development**

- Manages capacity development and training opportunities for staff
- Consults with lawyer to ensure compliance with Labour Laws

**Safety and Security**

- Implements security guidelines outlined in security manual
- Revises security manual as needed
- Ensures effective safety and security committee
- Acts as security focal person
- Ensures fire safety registration
- Maintains security phone tree

**Required Qualifications, Knowledge, Skills and Abilities:**

- MBA or similar qualification with at least 7 years of relevant work experience especially office and human resource management
- Proficient in MS Office especially Excel
- Previous experience with electronic HR management systems is advantageous
- In-depth knowledge of SL's labour laws
- Excellent communication skills including fluency in spoken and written English
- Demonstrated management skills

**Note: All staff members of Jhpiego, regardless of the level of their responsibilities are expected to:**

- Model the mission and values stated above.
- Contribute to the knowledge sharing and transfer process.
- Make responsible decisions that result in time and cost containment and clear accountability.
- Participate in multiple teams, adopt team spirit, take responsibility for action items assigned and provide feedback as needed.
- Multitask, be able to manage competing priorities and be able to prioritize in order to meet program and/or organizational objectives.

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:**

[SL-Recruitment@jhpiego.org](mailto:SL-Recruitment@jhpiego.org) Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.

The deadline for the submission of applications is **20<sup>th</sup> March 2023**. Given the likely high number of applications, only shortlisted candidates will be contacted.

*Jhpiego is an Affirmative Action/Equal Opportunity Employer*