

# Human Resource Manual

The Holy Trinity Peace Village Kuron

Andi Alfred

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# Introduction

- **Purpose of the Policy**
- The purpose of the Human Resource Policy is to provide staff with guidelines on the required minimum standards for human resources management and to ensure organizational effectiveness.
- **Objectives of the Policy**
- To provide a clear and documented process when dealing with all matters related to personnel
- To ensure consistency in dealing with personnel issues
- To highlight the rights, obligations and duties of employees within the organizational context

# Principles of this policy

- This policy has been developed with the following principles in mind
- **Equity** – Equal opportunity and treatment between men and women
- **Non- Discrimination** – on any grounds, racial, religious, nationality, etc.
- **Fairness** – treating persons equally in accordance with the existing policy provisions
- **Legality** – operating within the legal framework of the country and organization.
- **Gender responsiveness** – taking into account and acting upon the special needs of women and men and mainstreaming gender concerns in all programmes.

# Recruitment

- **1.1 Equal Opportunity:** In ALL matters of employment, HTPVK will not discriminate on grounds of race, gender, sex, ethnic origin, colour, nationality, home responsibility, physical ability, HIV/AIDS status, culture, beliefs and social status.
- **1.2 Human Resource Planning:** All new positions within the Secretariat will be mapped out during the strategic or annual planning process. Prior to any recruitment, a job description will be prepared by the Human Resource manager or his/her designate, detailing the role and responsibilities of the position, reporting lines, person specifications for the position as well as salary grade of the position.
- **1.3 Approval of new positions:** The Board of Directors will approve all new positions for junior and senior staff. But support staff will be the work of the head of department in collaboration with human resource officer.

# Recruitment cont/...

- **1.4 Head Hunting:** At times, HTPVK may also opt to head hunt for suitable candidates for existing vacancies within the organization. Headhunting is an executive search that aims at finding the ideal candidates for a position based on their references and interaction with similar organizations.
- **1.5 Interviews, Selection and Placement:** Depending on the position, HTPVK will convene an appropriate interview panel, which may consist of representatives from the board to conduct the interviews and selection.
- **1.6 Employment Contracts:** Upon return of the acceptance of the offer by the successful candidate, the human resource manager will prepare a contract detailing terms and conditions of service of employment.

# The salary structure

- **2.1 Locally recruited Staff:** The Secretariat will have in place a competitive salary structure, favourably comparable to other similar agencies within the country.
- **2.2 Internationally recruited staff:** The Senior Management Team will conduct a survey and benchmark the salary of International staff against that of similar positions within other international agencies in the country.
- **2.3 Employee records:** Personnel files will be opened for every employee with contract under HTPVK containing all the necessary documents. The Administrator and Human Resource/Personnel Officer will be the custodian of these files and will ensure that all staff records are maintained with maximum care, safety and confidentiality.

# Other conditions

- **2.4 Immigration & Employment issues:** HTPVK is committed to employing persons of any nationality provided they are authorised to work within the country and comply with the national immigration laws. HTPVK will support the new employee by processing a work permit for the period of his/her employment with the Organization. Costs for the procurement of the work permit will be borne by the HTPVK.
- **2.5 Private work:** It will be an offence where a staff member is found guilty of role conflict in terms of his/her involvement in outside paid private consultancy work.

# Probation

- **3.1 Purpose of Probation:** The purpose of probation is to allow HTPVK to assess an employee's suitability for employment as well as give the employee time to evaluate his/her decision to join HTPVK and remain in service.
- **3.2 Length of probation:** The probation period for all new employees on contract will be as follows:
  - 4months for senior staff in administration/management.
  - 3months for other staff.
  - Non for unclassified.



# Confirmation and termination

- **3.3 Confirmation:** Following the successful completion of their probation, the new staff will be confirmed in the position. This confirmation will be documented and filed.
- **3.4 Notice of termination during probation:** During probation, either party may terminate the contract by giving the other one month notice or the equivalent of one month's salary and allowance in lieu of such notice.

# Conditions of Employment

- **4.1 Employment Contracts:** All HTPVK core staff will serve on a one-year contract. However, such contracts will be renewable, based on satisfactory performance and continued need by HTPVK of the services of the position. Non-core or Project based staff will however serve for the duration of the project or as stipulated in their contracts.
- **4.2 Working Hours:** The normal working hours of HTPVK are from 8:30 am to 5:00 pm of the normal work week, from Monday – Friday. One hour lunch break is provided from 1:00 pm – 2:00 pm. HTPVK, however, recognises the need for flexibility due to the nature of work. All public holidays will be honoured according to the laws of the republic of South Sudan.

# Job descriptions, IDs & NSSF

- **4.3 Job Descriptions:** All employees of HTPVK will have a job description that will guide their operations as members of staff of the organization. These job descriptions will clearly stipulate the job title, reporting lines, purpose of the position as well as key duties and responsibilities.
- **4.4 Identification cards:** All employees will be provided with an Identification card (ID). This card is the property of HTPVK and must be returned to the Secretariat when the contract comes to an end or when it has been terminated.
- **4.5 Social Security / Pension:** All staff of HTPVK will be obliged to contribute to the Social Security or Pensions scheme according to the laws of the republic of South Sudan. The required percentage contribution will be as stipulated in the national and/or labour laws of the republic of South Sudan.

# Bank and Taxes

- **4.6 Employee bank Accounts:** Employees of HTPVK will be required to provide the administration and accounts department with the details of their bank account. Each employee, regardless of type of employment will be required to open a bank account within the republic of South Sudan for operation and payment of the salaries will be made by automatic bank transfer into their account.
- **4.7 Statutory Taxes:** All employee emoluments will be subjected to taxes and deductions as stipulated within the national laws of the country. These deductions will be made by the Secretariat and remitted to the relevant tax authority. The employees payment slip will clearly indicate which deductions have been made and so the amount remitted into the employee account will be the net pay less all the required tax deductions and advances taken by the employee.

# Salary Scale/Grade

Grade/scale	Staff Category	Range in US Dollars	Segment
<b>Kuron 1 (K1) Senior Executive</b>	Senior Staff (preferably with Master's Degree)	2300-2500	E1, E2, E3
<b>Kuron 1 Executive (K2)</b>	Professionals (preferably with bachelor/advance diploma degree and experience )	960-1568	A1,A2,A3
<b>Kuron 2 (K3)</b>	Professional staff with ordinary diploma	835-960	B1,B2,B3
<b>Kuron 3 (K4)</b>	Skilled professional with certificates	530-652	C1,C2,C3
<b>Kuron 4 (K5)</b>	Support staff preferably with primary/secondary cert	226-286	D1,D2, D3

Chairman Board

Finance Committee

Director

Construction

Quality Assurance

Finance & Logistics

Human Resource

Programme

