

# JOB DESCRIPTION

<b>Job Title:</b> HUMAN RESOURCE MANAGER			
<b>Department/Group:</b>	ADMINISTRATION	<b>Reports to:</b>	DIRECTOR OF OPERATIONS
<b>Direct Reportees:</b> ALL PROGRAMME STAFF			
<p><b>Job Purpose:</b> The Human Resource Manager will work under the Administration Department and will be responsible for providing the overall leadership to the Human Resources (HR) function for CEHURD. This will include reviewing and developing the CEHURD HR policies and services from an operational and strategic perspective and ensuring that the HR function is aligned to CEHURD’s Strategic Plan 2020 – 2024 and beyond. The position holder will provide practical, consistent, and pro-active support, direction and advice to the CEHURD management and all staff on HR policies, systems procedures and best practices.</p> <p><b>Key Responsibilities:</b></p> <p><b>1. HR Records &amp; Information Management</b></p> <ul style="list-style-type: none"> <li>• Reviewing and development of the CEHURD HR policies and systems;</li> <li>• Support the CEHURD management and Board in ensuring the implementation of the CEHURD HR policies and compliance with the Ugandan laws;</li> <li>• Ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organized and confidential;</li> <li>• Maintain staff personal files and ensure that all files have up to date information;</li> <li>• Capture and update employee personal information data accurately and timeously;</li> <li>• Produce HR data and reports as required and within set deadlines</li> <li>• Design and Provide feedback mechanisms for answering all HR related questions to staff.</li> </ul> <p><b>2. Recruitment &amp; Selection</b></p> <ul style="list-style-type: none"> <li>• Draft advertisements for authorized recruitments in liaison with Director Operations and Executive Director, ensuring conformity of job advertisements to job specifications and CEHURD recruitment practices;</li> <li>• Facilitate advertising/circulation of advertisements on various platforms as agreed with management;</li> <li>• Update and report on progress of the recruitment and selection processes and send feedback to applicants;</li> <li>• Arrange for and coordinate interviews (date of interviews, calling short-listed applicants) administering tests and/or taking part in the interviews where necessary and ensuring all pre-employment documentation is in place;</li> <li>• Ensure records of all recruitment and selection processes of employees and consultants are correctly filed;</li> <li>• Manage orientation programs for staff and ensure that all staff are made aware of relevant policies and procedure.</li> </ul> <p><b>3. Human Resource Information System:</b></p> <ul style="list-style-type: none"> <li>• Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave</li> </ul>			

# JOB DESCRIPTION

records, training and awards);

- Liaise with other programme/departmental heads so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements, and are updated of any new policies/procedures.

## **4. Performance Management System (PMS):**

- Develop and implement an effective system of staff performance evaluation, and link the results of that process to salary review, performance targets, promotion, training and, where appropriate, termination and replacement of employees;
- Conduct employee bi-annual feedback on policies/procedures and report to management for discussion, if deemed necessary.

## **5. Employee Benefits & Welfare Management**

- Monitor health and safety measures and practices in the workplace in order to promote a safe working environment;
- Provide information to all employees regarding their entitlements;
- Secure required employment visas/permits for expatriate staff/fellows and ensure that they are valid;
- Manage and track employee absence records.

## **6. Training and Development:**

- Generate policies and procedures for continuous identification of training needs of the staff;
- Organize appropriate training programs for employees;
- Follow up on all training activities and make suggestions for deployment to enhance utility of the human capital of CEHURD.

## **7. Employee Relations**

- Handle complaints, disputes and grievances of all employees;
- Foster a conducive working environment through employee relations activities and communication;
- Conduct exit interviews with employees leaving CEHURD and provide feedback to their supervisors;

## **8. Rules and Regulations**

- Review the HR Manual on a regular basis and update with any new policies and procedures as per the law of the country, and communicate to employees;
- Maintain awareness and knowledge of latest HR developments and communicate to relevant employees.

## **9. General HR Support Services**

- Support in the drafting of employment contracts, terms and conditions of employment or terms of reference, job profiles for employees and consultants, and draft requested letters in line with changes to employee terms and conditions of employment;
- Support in the development and implementation of induction and orientation of both new and existing employees, ensuring that all relevant policy documents are made available;

# JOB DESCRIPTION

- Follow up on completed performance review documents and development plans with line managers and update performance management records; and
- Respond to general staff queries and advise them on CEHURD's HR policies and procedures and local legislative requirements.

In addition to individual respective tasks, the Human Resource Manager will be expected:

- To adhere to CEHURD values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the Manager's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

## **Key Relationships:**

- CEHURD Executive Director
- All CEHURD Programme Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

## **Qualifications:**

- The candidate should have a Bachelor's Degree in Human Resources; a Bachelor in Business Administration majoring in Human Resource; or any related field;
- A Master's Degree and other Post Graduate qualification is highly desirable;
- Has at least 7 years' experience in HR and at least 3 years' experience in a managerial position

The Human Resource Manager will be expected to have the following skills and attributes:

- Analytical skills
- Leadership skills
- Excellent verbal and written communication skills
- Team skills
- Resource mobilization skills
- Innovative spirit and willingness to use creative thinking.