VACANCY ANNOUNCEMENT

HUMAN RESOURCES MANAGER

BACKGROUND AND OBJECTIVES OF PSFU

Private Sector Foundation Uganda (PSFU) is Uganda’s apex body for the private sector. It is made up of 250 members covering the whole spectrum of business in the country. Its members are drawn from business membership organisations, corporate bodies and the major public sector agencies that support private sector growth. Since its founding in 1995, PSFU has served as a focal point for private sector advocacy as well as capacity building and continues to sustain a positive dialogue with Government on behalf of the Private Sector. PSFU aims to strengthen Private Sector capacity for effective policy advocacy and market competitiveness; through undertaking research and representing advocacy positions, provision of priority business development services, training and capacity building services.

Under the new 2020-25 Strategic Plan, PSFU aims among others to strengthen governance and management systems by improving the capacity of the human resources function to deliver its new value proposition. PSFU now wishes to recruit a qualified individual to join its team as Human Resources Manager

TERMS OF REFERENCE

INTRODUCTION: Under the overall responsibility and technical supervision of the Executive Director, the Human Resources Manager (HR Manager) will head the human resources functions with responsibility for management of the human resources of the institution.

SCOPE OF WORK:

General: The HR Manager is responsible for resourcing, developing and managing performance of the human resource of the institution.

The specific duties of the HR Manager will include:

1. Implementation of key HR strategies including performance management, remuneration and incentive frameworks;
2. Management of the recruitment and induction processes for new recruits, ensuring consistent and transparent procedures are followed;
3. Development and implementation of HR policies, including amendment of policies and procedures where necessary in line with legislation in Uganda and where relevant benchmarking regional and international best practices;
4. Maintenance of confidential staff/employee personnel files, including tracking of relevant leave statistics and other data;
5. Implementation of an organisation-wide performance management framework, including assistance to division heads with the performance review process and in drafting performance plans for employees;
6. Assist Project and Directorate heads in identification of staff training and development needs and facilitation of suitable education, training and development necessary to advance the mission and objectives of PSFU
7. Establishment and maintenance of a staff/employee complaints and grievance settlement process, ensuring confidentiality is maintained;
8. Together with division heads and where appropriate in consultation with the Executive Director, management of any disciplinary issues as they arise;
9. Ensuring project policies and practices are consistent with national labour laws and are communicated to staff, including facilitating information sessions or staff training where relevant;
10. Protecting the interests of employees and the project in accordance with the governmental laws and regulations;
11. Carrying out any other functions as the Executive Director may assign.

**DURATION, LOCATION AND NATURE OF APPOINTMENT:** The appointment will be for 3 years renewable contract subject to performance. The HR Manager will work from the PSFU Headquarters based in Kampala.

**QUALIFICATIONS:** The HR Manager will be recruited competitively and must have the following qualifications:

1. A Master’s level degree or higher in human resource management, business management/administration, human resource law or related field;
2. At least 5 years’ working experience in human resource management in an established and reputable organisation.
3. Strong management skills including ability to build strong teams, mentor staff, and manage conflicts and disputes;
4. Strong negotiation skills;
5. A strong understanding of the Uganda labour market, laws and regulations especially as they apply in and affect the private sector;
6. Good interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community based organizations);
7. A good understanding of private sector development issues and appreciation of the role the private sector plays in economic development;
8. Experience working with or in international and donor organizations with implementation of participatory projects;
9. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.);
10. Ability to work unsupervised and under tight schedules;
11. Ability and readiness to work in a multicultural and multi-disciplinary environment;
12. Effective communication skills anchored in an excellent command of spoken and written English.

**Desirable Attributes:**
A passion for people and results

Method of application

Interested qualified candidates who must be Ugandan citizens should hand-deliver their application, together with detailed Curriculum Vitae and copies of academic and professional certificates in a sealed envelope clearly marked “APPLICATION FOR THE POSITION OF HUMAN RESOURCE MANAGER” on the right hand corner of the envelope addressed to;

The Executive Director

Private Sector Foundation Uganda

Plot 43 Nakasero Road

P.O. Box 7683,

Kampala, Uganda

Not later than 11.00am on 21st February 2020