

## Job Opportunity: Senior Administration and Human Resource Officer

Raising Voices ([www.raisingvoices.org](http://www.raisingvoices.org)) is a Uganda-based NGO working to prevent violence against children and women. We are seeking an experienced, hardworking, and dynamic senior professional.

### **Purpose**

The Senior Administration and Human Resource Officer is responsible for the day-to-day administration and human resource functions of the organization.

### **Role Description**

- Coordinate and oversee all administration and operations activity.
- Oversee staff recruitment and placement processes as per policy.
- Maintain and regularly update staff records.
- Coordinate staff appraisals and provide support to the supervisors as necessary.
- Coordinate staff development processes; working with supervisors to identify staff capacity development needs, developing training plans, etc.
- Ensure workplace safety and compliance to labour laws.
- Lead procurement of all goods and services in accordance with procurement policy.
- Maintain an up-to-date asset register and inventory.
- Ensure proper use and maintenance of all office equipment. Ensure that all organizational assets are insured and that all policies are up to date.
- Develop and ensure effective implementation of HR and Admin work plans and budgets.
- Ensure office environment is clean, organized and well cared for.
- Supervise and support the Admin team.

### **Qualifications:**

- Degree in Human Resource Management, Public Administration, or other closely related field.
- Additional training in procurement or other relevant field.
- At least 5 years of senior level experience managing administration and operations.

### **Attributes:**

- Track record of taking initiative and proactively solving problems
- Ability to multi-task and work in a busy, focused environment
- Interest in human rights and violence prevention
- Open communication and ability to foster positive team dynamics

### **Application Procedure:**

Interested candidates should prepare: a) A thoughtful cover letter; b) A CV only; please do not attach copies of certificates at this stage. c) A one page write up on the topic: *“leading a vibrant professional team”*.

Submissions should be delivered in hard copy to Plot 16 Tufnell drive, Kamwokya, Kampala, or by email to: [jobs@raisingvoices.org](mailto:jobs@raisingvoices.org) with subject line **Admin and HR Officer** by 5:00 pm **Wednesday, 8th August 2018**. No phone calls or any type of lobbying will be entertained. Incomplete applications not considered. Only shortlisted candidates will be contacted within one week.