

Job Opportunity: Senior Human Resource and Administration Officer

Raising Voices (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 Human Resource and Administration professional.

Position: Senior Human Resource and Administration Officer

Purpose of the Job

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

Key Responsibilities

- Coordinate 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.
- Manage effectively the employee medical and life insurance schemes
- Lead procurement of all goods and services in accordance with Raising Voice's procurement policy.
- Maintain an up-to-date asset register and inventory.
- Ensure appropriate fleet management.
- 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, Human Resources Management or other relevant fields.
- At least 5 years of senior experience.

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 with subject line **HR and Admin** by 5:00 pm **Thursday, February 7th 2019**. No phone calls or any type of lobbying will be entertained. Incomplete applications will not be considered. Only shortlisted candidates will be contacted by 20th February 2019.