



Job Description

Job Title:	Human Resource (HR) & Administration (Admin) Manager
Department:	Operations Department
Supervised by:	Operations and Finance Director
Place of work:	Raising Voices Kampala Office
Supervisee:	Administration Officer
Job Role	
Role Overview:	<p>Raising Voices is a non-profit organization based in Kampala, Uganda working to prevent violence against women and children (www.raisingvoices.org). We are seeking a dynamic, experienced, values-driven professional to direct our Human Resources (HR) and Admin activities. This is a senior position requiring an experienced professional.</p> <p>The person will be responsible for delivering on all Human Resource & Administration requirements for Raising Voices including policy formulation, implementation, and review, managing HR functions such as recruitment, rewards and benefits systems; as well as admin functions including overseeing staff and organizational events and wellbeing, procurements, organizational administration and ensuring all these fit in the consolidated Operations budget.</p>

Key Result Areas	Duties and Responsibilities
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<p>Recruitment and HR management</p>	<ul style="list-style-type: none"> • Support all aspects of the Operations department to ensure achievement of the organizational goals and objectives and organization policies are complied with. • Ensure proper recruitment channels are used, right candidates selected and placed and supported. • Ensure that all staff have employment contracts in the right format. • Prepare and agree on orientation plans of all new staff with coordinators, share plans with all concerned for proper orientation and ensure all onboarding processes are completed on time. • Ensure end of orientation reports are done by employees and they are filed on individual files as confirmation of process having been done • Keep track of employee probation periods and send reminders about end dates - so that confirmations, terminations, or extension of probations can be done on time. • Manage all agreed leaves i.e., annual, sick, compassionate, maternity, paternity, study etc and ensure proper tracking and utilization of the same by constantly creating awareness of these among employees. • Constantly carry out the update of employee files and ensure their confidential keeping. • Carry out exit interviews, analyse them for cause, remedial actions, inform management accordingly and ensure the same are filled on individual files.
<p>Performance management and capacity building</p>	<ul style="list-style-type: none"> • Prepare annual and quarterly workplans for the HR and Admin function, clearly indicating specific activity plans, monitor and assess quality of activities, and revise the plans if required. • Track progress in the organizational learning framework, engage in Reflect and Act sessions to generate learnings. • Supervise and coordinate staff on HR policies and procedures. • Schedule and provide guidance in team meetings. • Ensure team motivation through planned trainings. • Plan the midterm and end of year staff appraisal process. • Identify training gaps from appraisal processes and come up with year training planner. Source for the trainings and ensure the trainings take place. Evaluate trainings and report to management.
<p>Relationship building and Organizational engagement</p>	<ul style="list-style-type: none"> • Build and maintain mutually productive relationships with members and other likeminded organizations. • Take a proactive and leading role towards staff wellbeing, including providing counselling to employees and refer where necessary. • Ensure Raising Voices values and practices (ways of work) are reflected in all work processes.

	<ul style="list-style-type: none"> • Participate and co-facilitate in Operations team and Raising Voices meetings, staff retreats, reviews, strategies, and processes. • Support in preparation and facilitation of team and staff development sessions. • Manage, facilitate, and participate in regular check in meetings with the team to track progress, discuss challenges and identify solutions. • Understand other areas of Raising Voices work and explore ways to build synergies.
Administration Management	<ul style="list-style-type: none"> • Supervise Administration Officer and ensure the proper management and administration of in-house activities of the Human Resource and Administration office and all outsourced service providers such as the cleaning services etc; and organizing of all staff events and processes. • Manage Administration office to book hotel reservations, local and international travel for Raising Voices staff, visitors, and consultants. • Coordinate with IT department on office equipment and IT related tasks. • Ensure all insurance policy covers are current and renewed on time. • Oversee the Medical and Group Personal Accident as well as other insurance policies/schemes by ensuring timely notifications for additions, deletes and notification of accidents. • Provide support to employees in times of claims. • Ensure timely renewal of all Insurance policies.

Procurement	<ul style="list-style-type: none"> • Manage as per policies, the procurement initial processes including receiving the right information to prepare the requests for quotation with all approvals, identifying vendors and sharing the requests for quotation. • Prepare and share requests for quotations to eligible vendors per policy. • Receive and analyze requests for quotations and Summary Bid Analysis for each procurement. • Plan procurement meetings, take minutes and ensure that copies are signed and LPOs prepared thereafter. • Manage relationships with vendors, service providers, and landlord and ensuring that all procured goods and services are invoiced and paid on time. • Maintain and manage the vendor list and ensure any updates to the list are approved before they are affected. • Prepare all contracts including renewals if applicable. These may include consultancy, tenancy, service providers etc. Monitor their expiry dates and update the relevant Directors accordingly. • Process work permits as may be required. • Prepare/review detailed budget prior to the implementation of each activity and request/ endorse the required funds. • Ensure financial and other resources are utilized efficiently and effectively.
Other duties.	Any other related duties assigned.

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in Human Resource, Social Sciences, Social Work and Social Administration or related field. • Possession of a master's degree with a major in Human Resource/Management or Administration will be an added advantage. • Registration with Human Resource Association of Uganda is an added advantage
Essential Experience	<ul style="list-style-type: none"> • At least 6 years carrying out similar work.
Essential Knowledge	<ul style="list-style-type: none"> • Labour laws/Employment Act and its applicability in Uganda, compensation and benefits management etc.
Essential Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills in English. • Excellent strategic, planning and analysis skills. Highly organised. • Excellent people management skills.

	<ul style="list-style-type: none">• Capacity and willingness to strategically prioritize under competing demands.• Exhibits high levels of professionalism - good communication skills, time management, takes initiative, meets deadlines, is honest and cooperative.• Contributes to positive organizational culture, embodies the core values of Raising Voices.
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