

Job Description- Technical Advisor Human Resources & Administration

Job Title:	Technical Advisor Human Resources and Administration
Department:	Operations and Support Services Department
Supervised by:	Finance and Operations Coordinator
Duty station:	Raising Voices Kampala Office,
Supervisees:	Administration Officer

1. Overview

Role Overview	In collaboration with the Finance and Operations Coordinator, the Technical Advisor will be responsible for delivering on all human resource (HR) & administration (Admin) requirements for Raising Voices including policy formulation, implementation, and review, managing HR functions such as recruitment, rewards and benefits systems, overseeing admin functions including safety and wellbeing of staff, logistics and procurements, office administration and security.
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2. Duties and responsibilities

Technical Expertise	<ul style="list-style-type: none"> • Provide oversight and technical guidance in designing and implementation of HR & Admin initiatives and activities ensuring quality results. • Provide support in staff recruitment process ensuring that proper recruitment channels are used, right candidates selected, all staff have employment contracts in the right format, organize orientation of all new staff, ensure onboarding processes are completed on time and orientation reports are prepared and filed on staff files. • Ensure constant update of employee files and ensure their confidential keeping, keep proper tracking and utilization of agreed leaves by constantly creating awareness of these among employees. • Lead and participate in staff appraisal review and processes at organizational, departmental and team levels, keep track of employee probation periods and send reminders for reviews so that confirmations, terminations or extension of probation can be done on time. • Lead the compilation and documentation of training gaps from appraisal processes and come up with the year training planner, source for the training and ensure the trainings take place, evaluate the training and report to management • Ensure to track progress in the organizational learning framework, engage in Reflect and Act sessions to generate learnings. • Manage office Administration to book hotel reservation, local and international travel for Raising Voices staff, visitors and consultants. • Oversee the Medical, Group Personal Accident and other insurance policies/schemes by ensuring timely notifications for additions, deletes and notification of accidents.
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	<ul style="list-style-type: none"> • Prepare all contracts including renewals if applicable. These may include consultancy, tenancy, service providers etc. Monitor their expiry dates and update the Co-Directors accordingly.
Strategic Leadership	<ul style="list-style-type: none"> • Support the development of annual and quarterly workplans for the HR and Admin function in line with the organizational strategy and emerging lessons from the work. • Participate strategically in team processes to reflect on and strengthen our approaches and identify new initiatives/ strategic directions for HR and Admin. • Keep up to date with emerging developments and discourse within the Human Resources and Administration field. • Embody Raising Voices values and be custodian of the organizational culture
Finance and Operations	<ul style="list-style-type: none"> • Prepare the annual budget for HR and Admin and participate in the departmental budget making processes. • Guided by the authorization matrix, review and approve concepts and payments, confirming alignment to work plan, approved budgets, and overall program strategy. • Review the budget vs actual (BVA) analysis reports for HR & Admin, in collaboration with the coordinator, and engage with the finance team during monthly budget review meetings. • Ensure financial and other resources are utilized efficiently and ensure value for money in all expenditures. • Adhere to all organizational policies, systems, and procedures. • Review and/or submit accountability reports in a timely manner.
Internal and External Relations	<ul style="list-style-type: none"> • Participate or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes. • Build and maintain mutually productive relationships with partners and other likeminded organizations. • Represent Raising Voices in national, regional, and global forums and events as requested. • Work in a feminist, collaborative and accountable way with all members of Raising Voices.
Personal Growth, Team Supervision and Mentorship	<ul style="list-style-type: none"> • Set annual performance goals in collaboration with the supervisor for intentional growth in your area of work. • Take responsibility for personal and professional development and learning in agreed areas. • Provide support and supervision of HR and Admin team, ensuring capacity is strengthened through mentorship. • Take lead on the performance management of the HR and Admin team including support in goals setting and conducting appraisals and review. • Cultivate learning culture with in Raising Voices and identify new areas of learning from the implementation of activities

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Other	<ul style="list-style-type: none"> Any other related duties assigned
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3. Competencies

Essential Knowledge	<ul style="list-style-type: none"> Labor laws/Employment Act and its applicability in Uganda, compensation and benefits management etc. Demonstrated experience in office administration/procurement management with an NGO
Essential Skills	<ul style="list-style-type: none"> Ability to provide technical assistance, coaching and mentoring, adapting to needs and levels. Ability to develop dynamic and influential relationships with teams and partners. Demonstrated ability to lead and supervise teams. Exhibits high levels of professionalism, attention to detail, critical thinking, and ability to make timely decisions. Keen appreciation of quality and standards with ability to take responsibility for delivering results.

4. Others

Education	<ul style="list-style-type: none"> Minimum - BA Degree in human resources, social sciences, social work and social administration, or related area MA in related field is an added advantage. Registration with Human Resource Association of Uganda is an added advantage
Essential Experience	<ul style="list-style-type: none"> At least 7 years working with an NGO and substantive experience in Human Resources and Administration. Strong track record of technical leadership, and proven ability to produce demonstrable results.

Application process: Please review and submit application requirements, including a reflective cover letter that includes why you are interested in, and what you will bring to this role, via the application [link](#) by 5pm EAT, on Friday 26 July 2024.

Only complete, on-time applications from candidates that meet qualifications will be considered. Only shortlisted candidates will be contacted, not later than 16 August 2024.