

<b>Job Title:</b>	<b>HR &amp; Admin Officer</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Program/Project:</b>	<b>USAID Integrated Child and Youth Development Activity (ICYD Activity)</b>
<b>Location:</b>	<b>Kampala, Uganda</b>

The Bantwana Initiative of World Education Inc. (WEI/Bantwana) seeks an experienced HR & Admin Officer for the USAID funded Integrated Child and Youth Development Activity (ICYD Activity), improve HIV outcomes; protect and support children and youth to stay in school and be safe and healthy; promote positive parenting and youth development; and build resilience to reduce risk to school-related gender-based violence (SRGBV) and HIV. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to [BantwanaICYD@ug.worlded.org](mailto:BantwanaICYD@ug.worlded.org) with the position you are applying for in the subject line.*

### **Job Summary**

Working in close collaboration with the Senior Technical Advisor, OVC, and the Finance Manager, the HR & Admin Officer will provide professional and efficient human resources and administrative support for the ICYD Activity. He /she will work in close collaboration with technical, operations and finance teams to support recruitment and hiring processes and ensure compliance to WEI/Bantwana Uganda policies and procedures, USAID rules and regulations and local labour laws, provide technical assistance to implementing partners on HR & Admin related functions as well as provide administrative management support to the Finance Manager.

<b>Key Result Areas</b>	<b>Specific Responsibilities and Duties</b>
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<b>Human Resources</b>	<ul style="list-style-type: none"> <li>● Oversee the day-to day personnel management and general HR related queries from WEI/Bantwana Uganda staff</li> <li>● Solve complex problems affecting staff (e.g. in relation to organizational change) and individuals (e.g. contractual issues, grievances, ill health, performance issues etc.)</li> <li>● Work with supervisors to update job requirements and job descriptions for all positions</li> <li>● Coordinate staff performance appraisals and work with individual supervisors to ensure HR files are complete</li> <li>● Monitor and keep abreast of changes to Uganda employment law and ensure WEI/Bantwana Uganda human resources policies and procedures are in compliance and up to date</li> <li>● Serve as the main point of contact for updating the Local Hire Manual</li> <li>● Oversee the recruitment process for all newly hired WEI/Bantwana Uganda staff (including overseeing the applicant screening process, setting up interview times, verifying references, and drafting offer letter)</li> <li>● Manage all aspects of the orientation process for new staff</li> <li>● Manage all aspects of staff contracts (renewal and termination of interns, and consultants)</li> <li>● Proactively identify areas for improvement in HR processes and initiate strategies to address them.</li> <li>● Maintain medical insurance for WEI/Bantwana Uganda staff and asset insurance for all WEI/Bantwana Uganda property.</li> <li>● Monitor appropriate implementation of various benefits such as Medical Insurance</li> <li>● Manage all aspects of staff leave and ensure proper calculation of all staff balances</li> </ul>
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	<ul style="list-style-type: none"> <li>● Manage exit interview processes to ensure lessons learned are documented</li> <li>● Works closely with capacity building team to provide technical assistance to WEI/Bantwana partners on HR and Admin policies and procedures</li> <li>● Proactively support staff welfare by leading the review of benefits and services to ensure staff are supported to excel in their tasks and deliverables</li> <li>● Support the development of HR policies, recruitment, compensation and benefits, performance management, staff training and development, staff welfare, and employee relations</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>● Ensure all staff have necessary equipment such as laptops and phones to execute their duties effectively.</li> <li>● Support the development of the procurement plan with the finance officer, reviewing and processing procurement documentation, and ensuring all procurement complies with WEI and donor regulations.</li> <li>● Take lead in organizing staff events that promote staff cohesion and performance</li> <li>● Work closely with the Finance Manager to keep all WEI/Bantwana Uganda offices functional and well maintained, in line with provisions of the office lease agreement.</li> <li>● Work collaboratively with the Finance Officer to ensure smooth office operations and that office supplies are fully stocked</li> <li>● Responsible for managing and storing electronic copies of consultant agreements, employee records, and ALL other critical administrative documents.</li> <li>● Manage with the finance officer, inventory &amp; the preparation of Annual Inventory Physical Verification Report.</li> <li>● Perform any other duties as may be assigned by the Finance Manager and the Senior Technical Advisor, OVC.</li> <li>● Arranging international travel, visas, flights, passport, etc. for staff travelling internationally</li> <li>● Coordinates monthly recharge of airtime to staff on the last day of each month</li> <li>● Organize and coordinate staff meetings</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● The candidate must hold a Bachelor's degree in a related field such as Human Resources or Business Administration, or equivalent experience.</li> <li>● At least three years' experience in a similar position, preferably with a reputable international organization.</li> <li>● Demonstrated knowledge of Ugandan labour laws.</li> <li>● Discreet and able to work with confidential issues</li> <li>● High level of accuracy and attention to detail</li> <li>● Ability to manage multiple tasks and work to tight deadlines</li> <li>● Solid understanding of MS Word, MS Excel and professional email communication.</li> <li>● Excellent interpersonal and communication skills.</li> </ul>