



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Human Resource Associate

Reference No: BHU/V-010/HRA/2020

JOB SUMMARY

Supporting the Human Resource Department in various field offices, engaging in recruitment and selection processes, policy review processes, HR budgeting processes, supporting in employee career development initiatives, payroll preparation and administering employee benefit schemes

JOB RESPONSIBILITIES

DUTIES:

- Regularly provide a general supportive role to the HR function in all Field Locations
- Ensure all employees are well-informed of the administrative procedures and policies in place
- Support the HR department in reviewing the existing policies
- Identify staffing gaps for possible placements and collaborate with departmental heads in preparing job adverts.
- Assist in the interviewing process and provide support on onboarding of new recruits.
- Administer HR related documentation such as employment contracts, appraisals, and other notices.
- Carry out employee needs assessment and liaise with the HR & Administration Manager and Line Managers for appropriate action.
- Follow up on staff training and growth for increased work performances.
- Ensure HR databases are accurate and up to date
- Support in the planning and budgeting processes for the HR department
- Monitor staff attendance in the field, and follow up on inconsistencies for further action.
- Follow up on employees aggregated misconducts and provide feedback to the HR & Administration Manager and Line Managers for management action.
- Assist in payroll preparation by providing relevant data such as absences, separations, new appointments, study and sick leaves among others.
- Undertake various administrative tasks like updating personnel files both paper and electronic and support with numbering file documents for proper identification
- Perform any other duties as assigned by management



EDUCATION & OTHER BACKUPS

- Degree in Humanities (Human Resource Management, Social Sciences, Development Studies, SWASA,) or a related qualification from a recognized institution.
- Post graduate in Human Resource related field preferred BUT not a Must
- Relevant certificates in Human Resource Management/Administration in the above field is an added advantage

EXPERIENCE

- Management experience in HR position, similar or higher position.
- Experience working with NGOs
- Experience working in volunteer operations

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Knowledge of Uganda labor laws
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet
- Ability to maintain highly level of confidentiality
- Customer service focus and able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision
- Ability to multitask, mentor others and work with various teams
- Ability to creatively handle employee work-related issues
- Excellent oral, written, and email/telephone communication skills
- Strong proficiency working in Outlook or other scheduling systems, Word and Excel
- Should be self-motivated
- High level of integrity
- Ability to work effectively with minimal supervision
- Excellent time management

HOW TO APPLY:

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 3MBs*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

DEADLINE FOR APPLICATION: 30th June, 2020