



## **UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM**

Plot 1238, Bukoto 1 - UCB Zone, P.O Box 25914 - Kampala, Uganda  
Email: info@uyahf.com - Tel: +256 776385819/+256 200902407 - www.uyahf.com

### **Vacancy announcement**

**Job Title:** Human Resource Officer  
**Organization:** Uganda Youth and Adolescents Health Forum (UYAHF)  
**Duty Station:** Kampala District  
**Deadline:** March 18<sup>th</sup> 2033 at 5:00pm East African Time.

#### **Summary**

This position supports the Human Resource function at UYAHF including recruitment, organizational development, operations and payroll processing

#### **Description**

The HR Coordinator supports the HR function at UYAHF including recruitment, organizational development, operations and payroll processing. They provide an effective and dedicated HR advisory service to Team Leader, Management, Finance & Operations and employees in relation to absence and health issues, grievance matters, accessibility requests, organizational change, and all other employee-relations matters

**POSITION: Human Resource Officer (1)**

**Duty station:** Kampala District

**Reports to:** Team Leader - UYAHF

#### **Responsibilities:**

##### **1. Manage and advise on recruitment cycle:**

- a. Draft job postings, advertise the roles by selecting the right recruitment channel/platform.
- b. Collect applications, screen applicants and shortlist candidates for the first stage of interviews.
- c. Conduct the first stage interview with the hiring manager and others on the interview panel.
- d. Prepare interview questions and scoring grid as a guide for selecting the best candidate fit for the role.

##### **2. Responsible for HR administrative and operational tasks:**

- a. Update team's workplans quarterly so all activities latest status is recorded.
- b. Collect all staff time sheets on a monthly basis and share with finance to facilitate payments.
- c. Prepare contracts, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional portfolio to deliver an exceptional first-day experience.
- d. Handle all administrative tasks for onboarding, new hire orientation, including entering data into staff digital biodata template and maintain employee files on SharePoint/google drive.



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- e. Assist in administering benefits, compensation, and employee performance programs.
- f. Conduct audit of employee files to identify any gaps and ensure they are kept up-to-date electronic and paper form.
- g. Ensure legal compliance of HR national and sub-national government regulations and applicable employment laws, and update policies and/or procedures as required.

### **3.Be the primary administrator for payroll processing:**

- a. Responsible for payroll administration including semi-monthly updates to employee files, bonus/incentive pay, tracking all forms of leave/leave pay, importing expense reimbursements, inputting exceptions, hourly and benefit changes.
- b. Complete journal entries on QuickBooks for bi-monthly payroll, monthly benefits and any benefit reconciliations.

### **4.Function as the go to person for any HR related queries and updates:**

- a. Ensure legal compliance of HR national and sub-national government regulations and applicable employment laws, and update policies and/or procedures as required.
- b. Responsible for all-staff communication, interpretation, and upkeep of HR policies, staff directory, and organizational chart.
- c. Assist in development and implementation of HR policies and procedures and identify ways of improving them for better employee experience.
- d. Identify opportunities for improved operational efficiency, recommend and implement changes accordingly.

### **5.Facilitate performance management process across the organization:**

- a. Develop and responsible for transition to a new performance management system tied with key performance indicators.
- b. Administer employee surveys to identify opportunities for improvement, collect feedback from staff and recommend initiatives and changes to support a physical and psychologically safe workplace.

### **6.Maintain relationships and engage stakeholders:**

- a. Maintain ongoing relationships with regulatory agencies and donors to meet UYAHF's HR objectives including working towards meeting UYAHF salary structure projections.
- b. Respond to queries received through phone, mail or email and facilitate an efficient response from internal UYAHF team members or external vendors as appropriate.

### **Education & Qualification:**

- University degree in Business Administration (Management option), Human Resource, or an equivalent combination of education, training and experience.
- A postgraduate diploma Human Resource Management



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- Master's degree in human resource management or related field shall be an added advantage.
- Membership with the HR professional body will be an added advantage

### **Experience:**

- 4 years experience in Human Resources as a coordinator/office/manager/generalist working in the not-for-profit or charitable sector or a comparable combination of experience and skills.
- Not-for-profit experience preferred.

### **Knowledge:**

- Expert working knowledge using Microsoft Office product suite required especially Word, Excel, PowerPoint, database management and recruitment portals.
- Familiarity with QuickBooks/Oracle and Payworks would be an asset.

### **Skills:**

- Strong understanding of HR processes and ability to align people strategies with UYAHF's strategic priorities.
- Exceptional organizational and time management skills with a strong attention to detail.
- Exceptional verbal and written communication, relationship management, and presentation skills.
- Effectively able to work under pressure and manage change in a fast-paced environment.
- Strong employee relations orientation and a commitment to serve staff and management.
- Self-starter able to work with limited supervision in a remote work setting.
- Capability to work independently or within group dynamics as required.
- Innovative thinker with strong organizational, interpersonal, and leadership skills.
- Proficient critical and analytical thinking, problem solving and judgment abilities.
- Demonstrated ability to gain the trust and confidence of colleagues and to handle confidential matters discreetly and have experience in conflict resolution.
- Ability to competently assess priorities; manage a variety of complex activities simultaneously in a time-sensitive environment and meet competing deadlines.
- Demonstrated ability to successfully coordinate activities with senior project management staff and proven ability to work successfully on a team in a fast-paced environment.
- Integrity and friendly approachability.

### **Other Personal Attributes**

- The candidate must be pro-choice.

### **About Uganda Youth and Adolescents Health Forum - UYAHF**

Uganda Youth and Adolescents Health Forum (UYAHF) is a dynamic Youth led and Youth Serving Health, Human Rights, and Girl Centered Organization that seeks to advance quality health and wellbeing for young people. Specifically, UYAHF works to address and advance young



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people's specific needs as regards their sexual reproductive health and rights (SRHR), gender equality and health promotion, livelihoods, climate change, and SGBV among others by mobilizing and amplifying youth voices to inform policy and decision-making on these issues and strengthening the role of policymakers, key gatekeepers including community leaders, religious and cultural leaders, teachers, health workers, police, policymakers, parents, men and boys to take action, support and empower young people to live quality lives with equity, dignity, and opportunities to realize their full potential.

For more information check out our website: [www.uyahf.com](http://www.uyahf.com)

**Interested?** Please submit your CV/resume (2 pages Max) with a cover letter (1 page Max) and two reference letters, to: [info@uyahf.com](mailto:info@uyahf.com) and copy [jnakato@uyahf.com](mailto:jnakato@uyahf.com) by close of business March 18<sup>th</sup> 2023.

Any applications that do not meet the submission criteria above and received past the deadline will not be considered.

Only successful candidates will be contacted for interviews.