

# Job opportunity

## Human Resources Officer - Uganda - ICYD Activity

Kampala, Uganda

Full-time

### Company Description

Education Development Center (EDC) is a global non-profit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity and inclusion in the workplace.

### Project Description

The goal of the five-year, USAID-funded Integrated Child and Youth Development (ICYD) Activity is for Ugandan children and youth, especially the most vulnerable, to receive the support and services necessary to lead resilient, healthy, and productive lives. The ICYD Activity is expected to achieve the following:

Children and youth have improved learning outcomes; Children and youth are safe and healthy in their community and learning environments; and Youth practice positive behaviors and are able to make informed decisions about their lives and relationships. Working in partnership with Ministry of Education and Sports (MoES) and Ministry of Gender, Labour and Social Development (MGLSD), district and zonal officials, and other Ugandan government and civil society partners, ICYD will comprise a series of activities to: support improved basic education for Ugandan children; address school-related and gender-based violence; facilitate enhanced child protection and support for vulnerable youth; provide support to HIV-affected orphans and vulnerable children (OVC) and their caregivers/families; and support HIV care and treatment outcomes in close collaboration with clinical and community structures. ICYD will also contribute to improved systems within the MoES and MGLSD to promote Early Grade Reading (EGR) and child protection.

### Position Summary

Support the development and implementation of HR initiatives, policies and systems; provide counseling on policies and procedures; be actively involved in recruitment by preparing job descriptions, posting ads and managing the entire hiring process; and assist in ensuring HR records are complete and up to date. This position is based in Kampala and reports to the HR Manager.

### Job Description

We are looking for a skilled HR Officer who will recruit, support and develop talent while ensuring strict adherence to ICYD policies and procedures. You will be responsible for administrative tasks (i.e. record keeping, reporting, etc.), and you'll contribute to making the ICYD a better place to work.

### Responsibilities

Under the guidance of the HR Manager:

- Support the development and implementation of HR initiatives, policies,

procedures and systems

- Provide orientation to staff on HR policies and procedures
- Provide support in recruitment and hiring including organizing resumes and job applications, long-listing, short-listing, scheduling job interviews and assisting in interview processes as well as contacting references
- Negotiate and draw hire contracts
- Implement effective onboarding plans
- Assist in performance management processes including timely implementation of probation and annual appraisal processes
- Maintain employee records (attendance, leave, insurance, EEO data etc.) according to policy and legal requirements
- Support the HR Manager in reviewing employment and working conditions to ensure legal compliance
- Provide support in staff identity card processing for all staff by working in liaison with Procurement
- Work with Logistics to provide data for airtime loading on a monthly basis
- Maintain HR files, databases and records relating to recruitment
- Support in maintaining an effective, accurate, hard and soft copy HR filing system for all employee records as required

### Qualifications

#### Education Qualifications

Bachelors in Human Resources management or BSc/BA in business administration, social studies or relevant field; further training will be a plus

#### Skills and Experience

- Proven experience as HR Officer for over 5 years in USAID funded projects
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws of Uganda and disciplinary procedures
- Proficient in MS Office; knowledge of MS Excel is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability

### Language

Fluency in English is required

### Application Instructions:

Job closing date: **February 28, 2022**

Applications submitted without a resume or CV will not be reviewed.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

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