

VACANCY ANNOUNCEMENT

RTI International is an international, independent, not-for-profit organization dedicated to improving the human condition by turning knowledge into practice. With a worldwide staff of more than 4,000 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services that meet the highest standards of professional performance. RTI is very interested in receiving applications from a diverse pool of applicants, for more information about our commitment to diversity, inclusion, and equity, please visit: <https://www.rti.org/statement-diversity-and-inclusion>

RTI NTD projects support and expand Neglected Tropical Disease (NTD) control and elimination in priority countries and will further the development of evidence-based policies and standards globally. To learn more about RTI's NTD work visit:

<https://www.rti.org/impact/controlling-and-eliminating-neglected-tropical-diseases-among-world%E2%80%99s-most-vulnerable>

JOB TITLE: Human Resources & Administration Specialist 3
FULL/PART TIME: Full time
REGULAR/TEMPORARY: Regular
LOCATION: Kampala, Uganda
REPORTING TO: Chief of Party

PURPOSE OF THE JOB

The Human Resources Specialist is responsible for implementation of HR Strategies; effective delivery of HR services and management; interpretation and application of HR policies; rules and regulations; facilitation of internal procedures and process solutions to a wide spectrum of complex HR issues. The HR Specialist promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale. He/she is to support formulation of solid HR strategies and implement Project human resources initiatives to attract, develop, motivate, and retain the most suitable talent throughout the projects and facilitate successful performance management.

ESSENTIAL DUTIES:

Human Resources

- Review, disseminate, ensure full compliance of HR policy guidelines and country employee handbooks in tandem with local labor laws, client rules and regulations, RTI policies, values, ethics, procedures and strategies; effective implementation of the internal control framework and proper functioning of the HR policy framework.
- Provide advice and information on RTI HR Policy adjustments, strategies, changes in rules and regulations, implementation of employee handbook, strategic use of contractual modalities, application of entitlements, change management processes.
- Disseminate HR communication, priorities, and allocated tasks; and ensure strict adherence to procedures in the area of selection and recruitment of temporary and longer-term staff.
- Organize recruitment processes through the provision of input to short-listing process, screening of candidates, setting up and participation in interview panels including documentation processing for offers and deployment, and conduct preliminary job grading and salary eligibility
- Coordinate and facilitate onboarding sessions for new staff.
- In liaison with the COP, local country insurance brokers and IDG HR Business partner or RTI Regional Office, track Private Medical Insurance (PMI) expiry dates and follow up on renewals.
- Maintain all HR files; track and file staff PTO and leave schedules.
- Coordinate preparation of contracts of LNs through timely preparation and submission of personnel action forms and offer request memos.

- Provide professional advice and ensure proper staff performance management and career development focusing on achievement performance planning, documentation of reviews, and end of year performance appraisal.
- Maintain confidentiality as it relates to staff information and guide staff as such
- Organize trainings for project staff on key HR issues or concerns; synthesize and share best practices in HR with other local RTI HR Managers and RTI Regional Office HR.
- Track and update the project staff census and maintain excel based personnel database.
- Facilitate administration of staff surveys to gauge employee satisfaction and engagement.
- Monitor the project consultants and offer vital advice to management on proper management.
- Facilitate the initial payroll process and ensure staff are paid timely and accurately; process and issue pay slips to the staff.

Administrative

- Manage the office petty cash, makes payment as per RTI accounting procedures and make replenishment when applicable.
- Direct and oversee smooth running of all administrative functions in the country office including security, preventative and corrective maintenance, office supplies and transportation.
- Supervise all travel and hotel arrangements for staff and visitors, including visas and work permits as applicable.
- Monitor and report on use of all office supplies including stationery, printer tonner and cartridges etc.
- Supports the logistics and procurement specialist to develop a procurement plan for the office and ensure timely delivery of commodities and supplies for the office and program activities
- Supervise the Office Assistant, ensuring effective support to HR and office administration.
- Supervise the office drivers and ensure all vehicles assigned to the project are we maintained
- Perform other duties as assigned.

Minimum Required Education & Experience

- Bachelor's Degree and 5 years of experience, Master's degree, and 3 years of experience in Human Resources Management, Organizational Psychology, Business Administration or equivalent combination of education and experience.