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STRENGTHENING HUMAN RESOURCES FOR HEALTH

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified Ugandans to fill the following vacant post. To apply, submit CV, USAID 1420 form (contractor employee biographical data sheet) and three references. See full job descriptions and submit application online by searching for the position at

<http://www.intrahealth.org/section/careers>.

Deadline for submission is **Friday, 6th October 2017**.

POST: HUMAN RESOURCE ASSISTANT

BACKGROUND

The purpose of the Strengthening Human Resources for Health (SHRH) project is to strengthen the capacities of central ministries, districts, health professional councils, PNFP and health training institutions to effectively and efficiently plan, manage and utilize the health workforce; and strengthen systems for sustained health worker performance to improve health outcomes for the people of Uganda.

PRIMARY RESPONSIBILITIES:

The Human Resource Assistant will assist the Senior Human Resource & Administration Officer to administer and develop the human resource management of the Strengthening Human Resources for Health (SHRH) project. S/he assists the Senior Human Resource & Administration Officer to manage human resource functions including benefits administration, recruitment, performance management, retention, employee relations and development, compensation, leave and personnel records. The position holder reports to the Senior Human Resource & Administration Officer.

ESSENTIAL FUNCTIONS:

- Assisting in orienting new staff, ensuring new staff have all needed equipment, supplies and email accounts, and communicating with HQ about new hires.
- Assist in the creation and maintenance of personnel files, hiring, compensation issues, leave schedules, timesheets, severance issues, staff management and other personnel paperwork.
- Assist with coordination and support all aspects of the recruitment and selection process of staff.

- Assist to coach and train staff involved in recruitment on best practice and equal opportunities.
- Assist to ensure that IntraHealth's Human Resource policies, practices and processes are reviewed and updated regularly ensuring that they are suitable and consistent with good practice and local legal requirements
- Assist to ensure ongoing update of the Human Resource database (Ultipro) and filing system for all staff
- Assist in processing timesheets using the time management system (Tenrox).
- Assist to provide the necessary information required for the monthly payroll preparation and allocation
- Attend meetings as a representative of the Human Resource department as required
- Handling inquiries regarding Human Resource issues

EDUCATION / EXPERIENCE REQUIREMENTS

- A Bachelor's Degree in Human Resources Management from a recognized University.
- A post graduate diploma in Human Resource Management from a recognized institution.
- At least five years of human resource experience
- Good working knowledge of current Uganda labour law
- Experience working in an International Non-Governmental Organization (INGO) in the development/humanitarian sector will be an added advantage.
- Excellent interpersonal relations skills including courteousness, tact and good verbal communications
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel
- Strong organizational and time management skills
- Ability to simultaneously support a team of professionals
- Computer literacy in MS Office applications including Word, Excel, Power Point; Outlook

COMPETENCIES:

- Service Excellence
- Planning and Organizing
- Interpersonal Relationships
- Effective Oral and Written Communication