



## Human Resource Manager Job Description

### Who We Are

Action in Africa (AIA) is a community-based organization whose mission is to advance the social, personal, and economic, development of children, youth, and adults in Uganda through greater access to education and other life-changing resources

AIA operates a thriving community center that serves over 300+ women, men, and children daily through the following programs:

- Primary School Partnership Program
- Women to Women Program
- Special Needs Program
- Secondary and University Scholarships
- Internship and Fellowship Program
- After School Program
- Medical Outreach
- ICT Training
- Community Library
- Adult English Classes

### Where We're Headed

Action in Africa (AIA) is undergoing rapid growth, marking a pivotal moment in its history. In response to this growth and the plan to establish a second community center with expanded offerings, AIA recognizes the need to enhance its Human Resource management for effective employee support and organizational scalability.

The HR Manager role is crucial in ensuring the optimal performance of AIA personnel in Uganda, with a focus on recruitment, benefits and compensation management, performance evaluation, and employee well-being. The ideal candidate should possess a strong understanding of Ugandan employment practices and culture, adapting HR strategies to meet the unique needs of the organization's growth. AIA is actively seeking a motivated and purpose-driven individual to contribute to taking their team to the next level.

## RESPONSIBILITIES

### Recruiting and onboarding

- Collaborate closely with hiring managers to understand AIA's staffing needs and establish a recruitment plan for attracting and retaining top talent
- Lead recruitment process including drafting job descriptions, advertising openings, screening candidates, conducting interviews and extending offer letters
- Perform reference and background checks for new hires as well as verification of transcripts, employment history and any relevant certifications
- Draft and negotiate contracts and salaries
- Organize and conduct onboarding of new employees and volunteers through training sessions, orientations, and the distribution of policies and informative materials

### **Performance Evaluations and Management**

- Develop workplace protocols and policies that ensure strong employee performance
- In collaboration with the executive team, develop and manage employee evaluation systems, including KPI tracking and performance appraisals
- Monitor employees during their probation period; liaise with hiring managers regarding confirmation of employment or extension/termination of the probation period
- Manage and document any issues with individual employee performance in accordance with AIA's HR policy
- Assist managers and the Country Director in developing performance improvement plans and provide guidance on the progressive disciplinary process if and when necessary

### **Learning and Development**

- Identify individual and group needs for employee training programs to enhance/reinforce employee skills and knowledge
- Coordinate and/or facilitate staff professional development workshops

### **Benefits and Compensation**

- Collaborate with the executive team to ensure a fair and equitable compensation framework through the use of salary bands; assist in payroll projections for purposes of long-term budgeting
- In collaboration with the executive team, fine tune AIA's system for determining performance based bonuses and cost of living adjustments
- Oversee the Staff Professional Development Scholarship Program including applications, approvals, and disbursements of funds.
- Track and approve staff medical reimbursements; research alternative options for coverage such as medical insurance
- Record and monitor all staff time-off requests including holiday, compassionate, maternity/paternity and sick leave.

### **Compliance**

- Develop and implement HR policies to ensure that AIA adheres to all Ugandan labor laws and government regulations
- Ensure that all AIA policies are regularly updated, reviewed and re-signed by staff
- Keep abreast of changing employment and compensation regulations; ensure that all AIA facilitators and contractors are operating under the appropriate contract type and compensation structure
- Respond to any anonymous whistleblower complaints in a confidential and timely manner

### **Employee Well-Being**

- Reinforce AIA's values by promoting a workplace that embraces diversity, integrity, accountability, teamwork and creativity
- Support staff by promoting a safe and confidential open-door policy
- Provide coaching and guidance to employees and managers on HR-related issues, including performance management and employee relations
- Develop employee recognition programs to increase motivation and morale
- Introduce workplace policies and communication channels that address employees' concerns and complaints, such as discrimination and harassment issues
- Help organize and facilitate employee retreats and team building activities
- Support the Community Engagement Manager in organizing celebrations and events

### **Employee Records & Data Management**

- Ensure timely and accurate entry of employee data in AIA's employee biodata database
- Ensure that all employee files, contracts, job descriptions and salary changes are kept organized and up to date on Google Drive.
- Ensure that employee personal data is kept secure and in a transparent and fair manner in compliance with Ugandan law

**Any other roles as may be reasonably assigned from time to time**

### **REQUIREMENTS**

- Bachelor's degree in Human Resource Management, Business Administration or a related field
- Minimum of 5 years of experience working in a professional setting in HR management, business administration or operations; supervisory experience and nonprofit experience highly preferred
- Strong knowledge of Ugandan employment laws and regulations
- Experience in recruitment and talent acquisition
- Ability to multitask, prioritize effectively, and adhere to multiple deadlines
- Strong communication skills and high degree of emotional intelligence
- High level of professionalism, integrity, and ability to maintain confidentiality on sensitive matters
- Excellent computer skills, including G-Suite (Google Drive/Sheets/Docs/Gmail), as well as a willingness to learn and embrace new technologies
- Written and spoken fluency in English; working proficiency in Luganda

### **REPORTING:**

The Human Resource Manager will report directly to the Country Director.

If you are interested in learning more or applying for this position, please visit [www.actioninafrica.com/careers](http://www.actioninafrica.com/careers). This position will remain posted until it is filled.