

NAFOPHANU is recruiting a Human Resource & Administration Officer

Application letter, CV, copies of relevant academic documents and National ID should be attached.

Submit applications to info@nafophanu.org or hand deliver on Plot 213, Sentema Road, Mengo, Kampala

Deadline is Tuesday 4th February 2025 at 11:59pm

NAFOPHANU JOB DESCRIPTIONS – JAN 2025

JOB TITLE: HUMAN RESOURCE & ADMINISTRATION OFFICER		
REPORTS TO		Finance & Administration Manager
RESPONSIBLE FOR		Receptionist, Guards/ Cleaners, Drivers/ Couriers
JOB SUMMARY		Develop, and implement policies and administrative activities relating to the effective use of personnel and monitoring of the administrative and office-related functions accordance with the established Forum policies and guidelines as well as the Uganda statutory requirements and procedures.
		DUTIES
KEY PERFORMANCE INDICATORS	Human Resource	<ul style="list-style-type: none"> i. Supports ED to recruit staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates. ii. Advises on pay and other remuneration issues, including promotion and benefits. iii. Undertakes regular salary reviews. iv. Negotiates with staff and their representatives on issues relating to pay and working conditions v. Deals with employee grievances and implementing disciplinary procedures. vi. Assesses staffing needs and generating human resource plans.

	Administration	<ul style="list-style-type: none"> i. Develops and implements policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management. ii. Handles internal and external mail/courier distribution, delivery and dispatch efficiently and maintains an orderly mail/courier register for that purpose. iii. Fills assigned programme documents and correspondence in an orderly manner and ensures safe custody of confidential files as required. iv. Maintains updated Asset and stores registers, Fuel analysis and ensuring that the bin cards are written and updated. v. vi. Receives, verifies and records office supplies procured, and maintains accurate records of their issue or usage. vii. Displays bulletins, notices and communications on the office notice board. viii. Verifies fuel and lubricant requests for motor vehicles and generators. ix. Receives, compiles and transmits staff medical fund claims for processing. x. Oversees and monitors the proper use and maintenance of office facilities and equipment, and ensures availability of required consumable supplies and timely repairs of equipment. xi. Arranges appointments for management as required and gives timely reminders/updates to the respective parties. xii. Assists in supervising the guard/gardeners, office assistants and drivers, and ensures that they carry out their duties in accordance with their respective schedules.
Records and Reporting		<ul style="list-style-type: none"> i. Maintains and updates the annual staff leave schedule and endorses all leave applications in consultation with the staff concerned and their supervisors to confirm leave days due and ensuring that leave periods and durations are adhered. ii. Prepares and or reviews the NAFOPHANU Human Resource Manual. iii. Administers timesheets and maintains employee records.

**PERSON
SPECIFICATION**

Minimum Qualification:

- i. University degree in Human Resource Management or Business Administration or its equivalent
- ii. Computer literacy and knowledge of MIS.

Experience:

- i. A Minimum of three (3) years working in administration and/or human resource management in a reputable firm, public body or NGO.

Personal attributes:

- ii. High integrity, self-driven and willing to work hard under challenging circumstances, able to complete assignments with tight deadlines and minimal supervision.
- iii. Strong organization, supervisory, problem-solving, interpersonal, communication as well as team playing skills.

Note: People Living with HIV (PLHIV) are particularly encouraged to apply