



TERMS OF REFERENCE FOR THE HUMAN RESOURCE (HR) EXPERT TO SUPPORT NAFOPHANU BOARD AND MANAGEMENT

Introduction

National Forum of People Living with HIV/AIDS Networks Uganda (NAFOPHANU) was formed in 2003 as an umbrella organisation that coordinates networks of People Living with HIV (PLHIV) at national and district levels, with mandate hinged on advocacy, resource mobilization, building partnerships, information sharing and capacity building. It is governed by a Board of Directors (BOD) that provides oversight to the secretariat on behalf of the Annual General Assembly. Both BOD and management require technical support to strengthen the human resource function of the organisation.

Purpose

Bring on board a Human Resource expert for an effective and efficient HR function of NAFOPHANU

Roles and responsibilities

1. Conduct organizational health check
2. Support with review of organizational HR policies and procedures
3. Using various fora, provide technical support to Board and management where HR and other organizational information is needed
4. Support in recruitment of staff
5. Support review of staff job descriptions
6. Review of personnel files and other relevant documentation
7. Development of capacity development plan
8. Attend Board meetings to provide technical guidance
9. Occasionally meet staff members
10. Review of personnel files and other relevant documents
11. Review organizational assessment and compliance reports action planning
12. Any other supportive role that may come up from time to time

Timeframe

This will be for a period of one year, renewable upon satisfactory performance

Facilitation

This is a voluntary role but secretariat will mobilise facilitation to cover costs such as for transport.

Qualifications and experience

A qualification in HR or organizational development and experience in supporting organisations including NGOs in strengthening their HR and organizational development.