



## **ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International lead partner of UNHCR implementing Education Programmes in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, Windle Uganda seeks to recruit a suitably qualified Ugandan for the following position:

## **POSITION: HUMAN RESOURCE ADMINISTRATOR**

### **LOCATION: Field Based**

### **Job Purpose and Scope:**

The Purpose of this designation is to to develop, monitor, maintain and implement human resource management policies, systems, structures and processes in line with WIU frameworks, organisation's objectives and mission

The Human Resources Administrator will be responsible for the general administration, procurement and logistics, HR related issues, leave management, policy implementation, performance monitoring and evaluation and motivation of staff at the settlement.

### **KEY DUTIES AND RESPONSIBILITIES:**

- 🇺🇬 Providing general administrative and Human Resources support to the Settlement
- 🇺🇬 Leave Management: Keep track of annual, compassionate, maternity, paternity and sick leaves for staff
- 🇺🇬 Managing the Staff welfare function for the Field teams; including receipt and distribution of dry rations, meals management, insurance cover for staff, accommodation management, etc.
- 🇺🇬 Taking up Teachers' as well as that of Field Staff disciplinary issues with the direction of the Settlement Manager and the Human Resource Manager in line with the relevant Organizational Policies and Procedures
- 🇺🇬 Coordinating the Performance Management Function as well as performance related activities at Settlement level in line with the relevant procedures and tools in place
- 🇺🇬 Advertising vacant roles to the Public as authorized
- 🇺🇬 Other recruitment activities including shortlisting resumes, scheduling and conducting interviews, Conducting candidate reference checks and orientation of new hires

- 📌 Prepare starter packs (Employee Manual, benefits package, insurance, business cards, name tag) for new employees
- 📌 Maintain the security, safety & welfare of the staff, assets and equipment at settlement level
- 📌 Support the Procurement Process at Field Level
- 📌 Prepare periodic Fuel Accountability reports and monitor fuel usage through supervision of the Field Drivers
- 📌 Assist Settlement Managers with other duties as required

➤ **Qualifications, Skills and Experience:**

- The ideal candidate for the Windle International Uganda (WIU) Human Resource Administrator job opportunity must hold a post-secondary qualification in Human Resources Management with post graduate in a relevant field
- At least two to three years of previous HR exposure with reputable organizations, most preferably NGO or INGO
- Excellent communication and organizational skills
- Excellent computer skills in Microsoft Word, Excel and Power Point
- Strong analytical and organizational skills
- Excellent interpersonal skills, including tact and diplomacy, as you will be privy to sensitive information
- Ability to deal with challenging people and situations
- Ability to handle multiple assignments concurrently with conflicting priorities
- Ability and willingness to travel and work in hard-to-reach areas (refugees' settlement)
- Added advantage training on; strategic planning, people management, participatory methodology, records management, labor law
- Training in administrative law course
- Good record management skills
- Report Writing
- Analytical skills
- Team work and team building skills
- High level of confidentiality
- Good interpersonal skills