



## **NATIONAL UNION OF DISABLED PERSONS OF UGANDA**

- Organization** : NUDIPU  
**Vacancies** : 1  
**Position** : Human Resource & Administration Officer  
**Reports to** : Director Finance and Administration  
**Responsible for** : Corporate affairs Assistant; Transport & Logistics Assistant & Personal Assistant

The National Union of Disabled Persons of Uganda (NUDIPU) is an umbrella organization promoting the rights of Persons with disabilities in Uganda with the vision of having "A Just and Fair Society where Persons with Disabilities live a Prosperous and Dignified Life".

We exist to advocate for the rights of Persons with Disabilities in a unified voice for improved livelihoods. NUDIPU is hereby seeking to recruit a competent and energetic Ugandan to fill the above position:

### **Job purpose**

The Human Resource & Administration Officer is responsible for the sound, efficient and accountable administration of human resources and administrative functions.

### **Job summary**

The person is responsible for human resource management and coordination of the entire organization and will also support the CEO. S/he will coordinate transport, security and front desk and general administrative duties of the organization. The job holder is in the Finance and Administration department.

### **Key responsibilities**

#### **1) Human Resource**

- 1.1 Spearhead human resource planning, forecasting and track deployment, in line with the strategic plan in liaison with the CEO.
- 1.2 Develop and maintain functional and efficient human resource management and administration systems, processes and procedures.
- 1.3 Guide Management and staff on employment law and the employer's own employment policies and procedures.
- 1.4 Support the management team to execute employee screening, selection and interview processes where required.

- 1.5 Develop and ensure that all job descriptions are current and related employment agreements are maintained for all staff.
- 1.6 Ensure all HR resources are efficiently deployed and productive.
- 1.7 Conduct induction and orientation for all new employees, which will include ensuring that all relevant employee information is obtained and secured within an employee personnel file.
- 1.8 Spearhead the professional development of the human resources which involves development, continuous education and training.
- 1.9 Facilitate staff internal controls and compliance with statutory labor requirement.
- 1.10 Administer compensation and benefits including: negotiating salaries, contracts, working conditions, leave or redundancy packages with staff and representatives (including leave schedules).
- 1.11 Maintain health, safety and welfare of all employees and continuous counselling and guidance.
- 1.12 Monitoring staff performance and attendance in liaison with Director, Programmes and Managers.
- 1.13 Carry out performance management to ensure that organizational goals are consistently being met in an efficient and effective manner in line with organizational performance management in line with their immediate supervisors.
- 1.14 Conduct and or assist in employee disciplinary action as required.
- 1.15 Participate in staff negotiations, mediations, tribunals, etc. as required.
- 1.16 Provide support supervision, set performance targets, regularly appraise staff and give feedback to the Admin Assistant, Logistics and Corporate Affairs Assistant.
- 1.17 All the above HR duties will be performed under the guidance of the CEO and the HR and the related policies.

## **2) Support to the Chief Executive Officer**

- 2.1 Ensure proper and prompt filing of documents.
- 2.2 Support the organization of Board meetings and staff meetings.
- 2.3 Administrative support to the CEO i.e. scheduling meetings, managing diary, drafting reports, responding to mails and other correspondences.
- 2.4 Any other duties that may be assigned by the CEO from time to time.

## **3) Administrative duties**

- 3.1 Prepare meetings and take minutes during staff meeting.
- 3.2 Coordinate the organization's meetings and training activities.
- 3.3 Prepare periodic reports in a timely manner in the administration section.
- 3.4 Ensure effective management of administrative records and ensure central filing.
- 3.5 Effective supervision of NUDIPU support staff.
- 3.6 Oversee the proper maintenance of all office facilities including ICT infrastructure.

3.7 Execute any other administrative tasks as deemed appropriate.

#### **4) Procurement and asset management.**

- 4.1 Secretary to the procurement and disposal committee.
- 4.2 Oversee inventory of office supplies and stationery, and control their use, requisition and storage.
- 4.3 Oversee the hiring of assets, deployment and control their use, requisition and storage.
- 4.4 Ensure proper procurement procedures of organization supplies and services in consultation with the Director Finance and Administration.
- 4.5 Ensure all assets are insured and engraved all times.
- 4.6 Ensure consistent use of forms for movable assets.
- 4.7 Oversee proper maintenance of the office premises and assets.

#### **5 Planning, monitoring and evaluation**

- 5.1 Plan and manage own workload in accordance with NUDIPU policies and procedures.
- 5.2 Monitor the implementation of planned activities regularly and take action as appropriate.
- 5.3 Design and take part in the evaluation of own work.
- 5.4 Ensure that resources under your care are properly deployed and utilised.
- 5.5 Prepare and submit periodic reports on office usage and other issues for attention and action.

#### **Other Key Responsibilities**

- Actively participate in Fundraising activities.
- Ensure that all activities are implemented in a gender sensitive manner.
- Actively participate in planning, budgeting, M&E and reporting on NUDIPU activities.
- Monitor the implementation of planned activities regularly and take action as appropriate.
- Ensure that resources under your care are properly deployed and utilised.
- Prepare and submit periodic reports on office usage and other issues for the attention and action of the Administration Officer.

In addition to individual respective tasks, all NUDIPU employees are expected:

- To adhere to our organizational values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the employee's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

## **Person specifications**

### **Education**

- Bachelor's Degree in Social Sciences, Organizational Psychology, Business Administration and a Post graduate qualification Human Resource Management.
- A Masters degree is an added advantage

### **Technical**

- Conversant with people and performance management processes.
- Good experience of Office Administration

### **Industry experience**

3 years experience in human resource and administrative duties in a busy organization.

### **Management skill**

Team working

### **Personal qualities**

Analytical skills. Pays attention to detail. Problem solving. Organizer. Ability to multi-task without losing focus. Good time management. Mature and calm personality. Self-driven. Good communication skills (listening, verbal and writing). Ability to manage diversity. Good relational skills and an impeccable level of integrity and confidentiality.

### **How to apply:**

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees not later than 5<sup>th</sup> July 2021 either electronically to [info@nudipu.org](mailto:info@nudipu.org) or send hard copies through the organizational postal address P.O. Box 8567 Kampala, Uganda

For further information visit our website at <https://nudipu.org/careers/>

**Note: “Qualified Persons with Disabilities are encouraged to apply”.**