

## UGANDA HEALTH MARKETING GROUP LTD.

### EMPLOYMENT OPPORTUNITY

#### Organizational Description:

Uganda Health Marketing Group Ltd. (UHMG) is a Company Limited by Guarantee, whose vision is Vision is “A good life for all Ugandans”. We envision a Ugandan society with good life, when products and services in Reproductive Health, HIV, Malaria and Child Health are accessible, affordable and effectively utilized by all those in need. Our Mission is “To improve the quality of life of Ugandans, through the provision of superior and affordable health care solutions.” Our Core Values are; *Integrity, Transparency, Accountability, Teamwork, Excellence, Flexibility, and Equity* (FIATTEE).

UHMG is currently seeking a dynamic qualified individual to fill the following position as part of its team. The position requires a flexible person, with the capacity to perform without supervision, and work beyond the required time to fulfill the organization’s goals.

**POSITION : HUMAN RESOURCE OFFICER – 1 POST**  
**DUTY STATION : UHMG HEAD OFFICE – KAMPALA**  
**REPORTS TO : HUMAN RESOURCE MANAGER**

#### Job Summary:

The primary responsibility of this position is to support the Human Resource Function of UHMG by providing technical support to the Human Resource Manager with specific regard to Talent Acquisition, Staff Development, Benefits Management, and Exit Management. The position requires a fast learner self-driven person with capacity in the areas of personnel management and development, and should have the capacity to work with minimum supervision, while upholding the Core Values of UHMG.

#### Essential Job Functions:

The Human Resource Officer will be specifically responsible for the following tasks:-

1. Support in the interpretation and implementation of the HR policies, procedures and systems.
2. Maintain and update a comprehensive physical filing system and the HRM Information System.
3. Maintain an updated staff leave plan and produce quarterly reports.
4. Support in the implementation of the recruitment and selection process in line with HRM Manual.
5. Implement orientation and induction programmes for all new staff in line with the HRM Manual.
6. Monitor and implement staff welfare system in line with HRM Manual.
7. Provide technical input to the performance management process and track evaluations reports, including facilitating timely feedback and development plan processes.
8. Track submissions of performance appraisals, support in the development of the Annual HRD Plans, liaise with the Supervisor to ensure implementation, and track progress.
9. Manage the staff Medical Insurance Scheme, Group Personal Accident insurance, and coordinate the periodic insurance renewal process.
10. Respond to employee queries; manage HR paper processes, and maintain job and personnel information.
11. Support in the development of the annual directorate’s work-plan and monitor implementation.

12. Prepare and submit monthly staff payroll and review staff timesheets on a timely basis.
13. Compute exiting staff severance pay and all related payments for review by the HR Manager.
14. Update the Alumni database.

**Minimum Requirements:**

Bachelors Degree in Human Resource Management, Organizational Psychology, Business Administration, or related field. Post graduate Diploma in Human Resource Management is essential. A professional/certified qualification in Human Resource or personal management/development is an added advantage. At least 2 years' experience in human resource practice of a growing organization. Excellent verbal and written communication skills. Excellent managerial and organizational abilities. Should be a person of integrity, energetic, dynamic team player, and portray innovation. Should be flexible, innovative, with good record keeping, report compilation, communication, and interpersonal, supervisory and team work skills. Computer literacy with knowledge of MS Excel, Word, Power Point, Outlook, and demonstrable experience in working with electronic Human Resource Management Information Systems (HRMIS) and electronic payroll systems. Able to work under pressure with competing deadlines in a demanding and challenging work environment.

**Delivery Guidelines:**

Send or deliver your CV, copies of certificates and cover letter **clearly indicating position applied for on the "top left-hand side of the envelope"** to: The Human Resource Manager, Uganda Health Marketing Group Ltd. (UHMG), Plot 20-21, 27-28, Martyrs Crescent, Ntinda, or to P. O. Box 4553, Kampala.

Application deadline: **4:30pm on Friday 5<sup>th</sup> June 2015**. Only short listed candidates will be contacted.

**PLEASE DELIVER YOUR APPLICATIONS TO THE UHMG RECEPTION.**