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**STEADMAN**

**GLOBAL.**

**JOB POSTING**

**Job Title Human Resources Officer – West Nile, Uganda**

**Reports to Human Resources Manager**

**Location Kampala, Uganda**

**Status Full Time**

**Remuneration Competitive**

**Who is Water Mission?**

Water Mission is a rapidly growing Christian engineering nonprofit working to end the global water crisis by building safe water, sanitation, and hygiene solutions in developing nations and disaster areas. Guided by love, excellence, and integrity, we are driven to share clean, safe water and God’s love with all. To date, we have served more than 7 million people in 57 countries. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

**Human Resources Manager**

Under the direction of the Uganda Human Resources Manager and working in collaboration with the Humanitarian Response Manager, the Human Resources Officer will serve as the primary HR representative for Water Mission Uganda’s West Nile locations and will be responsible for executing the HR policies, processes, and procedures in alignment with Water Mission headquarters. This is a full-time position that requires residency in Arua, Uganda with frequent travel to visit Water Mission’s West Nile and Jinja locations.

# Key Specific Duties and Responsibilities

* Maintain a strong Christian witness to colleagues, donors, volunteers, and the public.
* Understand, support, and nurture Water Mission's vision, mission, and core values.
* With support from the HR Manager, administer key HR functions in Water Mission’s West Nile region including but not limited to onboarding, offboarding, leave management, disciplinary proceedings, employee relations, performance and talent management, productivity, staff recognition and morale, occupational health and safety, and training and development.
* Assist the HR Manager in developing the HR goals for Water Mission’s West Nile region.
* Create and maintain accurate employee records, files, and documentation, update employee data changes across multiple systems.
* Support the HR Manager in the recruitment process including shortlisting, coordinating interviews, conducting interviews, preparing offer letters, and onboarding.
* Manage Arua employee relations and escalate issues to the HR Manager as needed.
* Prepare all HR communication to West Nile employees under the guidance of the HR Manager
* Assist the HR Manager in drafting and delivering employment contracts.
* Assist with annual performance management processes.
* Conduct staff training on human resources policies, and/or other areas of training as directed by the HR Manager.
* Assist with planning and execution of special HR-related events such as benefit registration, regional meetings, employee recognition events, training events, and holiday celebrations.
* Visit all West Nile regional office locations on a regular basis to meet with staff and leaders, answer all general HR questions or forward to the HR Manager as necessary, and provide HR updates.
* Support the HR Manager in monitoring employee performance.
* Maintain strict confidentiality of all employee files and sensitive human resources information.
* Provide special project support to the HR Manager as directed.
* Other duties as assigned.

# Minimum Requirements, Education and Work Experience

The ideal candidate for the Human Resources Officer should:

* Personal and growing relationship with Jesus Christ
* Alignment with Water Mission’s Statement of Faith and core values of love, excellence, and integrity
* Bachelor’s degree in Human Resources Management, Business Administration, Social Sciences or related field preferred
* 2-5 years of experience in HR administration; NGO experience preferred
* Good understanding of the Employment Act 2006
* Proficient in Microsoft Office software: Word, Excel, PowerPoint, Outlook; experience with payroll and HRIS systems a plus
* Excellent written and verbal communication skills, including the ability to clearly articulate ideas and feedback in a constructive way
* Comfortable and proficient in public speaking (both large and small groups)
* Excels in a fast-paced environment and prioritize requests effectively
* Ability to organize personal workload and achieve results on time
* Ability to handle confidential information with professional maturity, integrity, and discernment
* Ability and willingness to travel regularly to Jinja and other West Nile offices.

NB: Please note that presentation of false academic documents and certification will lead to criminal prosecution

# Application Instruction

Please email your Application Letter – indicating your Curriculum Vitae including a list of referees, Educational Certificates and Testimonials, to; skiconco@steadmanglobal.com or info@steadmanglobal.com

Applications for this position will be accepted until 23rd February 2022