



Uganda

Healthy lives. Measurable results.

People and Culture Manager

Department: People and Culture.

Based in: Kampala.

Reports to the Director Operations and Management.

Who we are

We're Population Services International (PSI) Uganda, branch office of the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to be healthy by providing access to products and services that range from mosquito nets to HIV testing.

PSI Uganda is a dynamic country office working to help Ugandans in need to be able to plan their families by accessing reproductive health care products and services close to their homes in a dignified and friendly atmosphere. Although a new office, PSI has been working in Uganda since 2002 and has implemented a variety of programs including social marketing, social franchising and behavior change communication to deliver prevention and treatment products and services across a wide range of health areas including HIV/AIDS, family planning, malaria, and water-borne diseases.

There are over 9,000 "PSI'ers" around the world. It's a diverse group of entrepreneurs and professionals with an unusually wide range of backgrounds - from the medical industry to the music business - all with unique skills we bring to the job.

Join us!

We are looking for dynamic proven manager who can lead the department of three people to monitor the implementation of policies and systems for people management and administrative support services to aid staff productivity in line with the strategic objectives and PSI's program implementation policies.

Your contribution

You will:

1. Develop, review, contextualize, update, and implement people policies and strategy in line with the employment law and PSI global minimum standards;
2. Develop, monitor and review the department Performance Operational Management Plan (POMP) to achieve PSIU set goals within the departmental budget allocated;
3. Oversee and ensure staff recruitment and induction is in line with organizational competence based recruitment principles;
4. Ensure standardization of HR business processes across PSIU and continually review processes and systems to ensure relevance, cost effectiveness and compliance;
5. Establish and follow a regular performance evaluation system that aligns staff objectives to the organization's minimum standards, strategic plan and donor deliverables;
6. Identify capacity gaps, implement staff learning and development initiatives and institutionalize retention and absorption of learnings within PSIU;
7. Coordinate timely investigations of grievances and disciplinary issues and facilitate mediation/inquiries to conclusion and responses to the parties involved;
8. Maintain comprehensive Human Resource records and oversee the management and operation of HRIS to ensure compliance with organizational and legal requirements, as well as provide HR information to the organization;
9. Facilitates the preparation of the platform monthly reports for the CR's office by gathering data from different departments and ensures that they are distributed to the intended recipients;
10. Design and implement a retention strategy for PSIU while maintaining a firm grasp over employee morale and provide actionable feedback to the management team;
11. Design and monitor the implementation of employee relations, Health and safety, security and welfare in line with the Organisation's policies;
12. Identify, register and monitor high-risk areas within SCM to mitigate financial, operational and reputational risks.

What are we looking for?

The basics

- Master's Degree in Human resource management or Organizational psychology or

Business Administration with Human resources specialization or any other related qualification;

- Certificate in Chartered Institute of Personal Development (CIPD) is an added advantage
- A minimum of 5 years in Human resources management work.

What would get us excited?

- You have in-depth Knowledge of the Uganda labor and employment laws;
- You have experience in an NGO, or creative company preferred with HR responsibility strongly desired;
- Strong Interpersonal relationship skills;
- Proven skills in problem solving and decision-making skills;
- Innovative and creative thinking;
- Ability to work productively with individuals in diversity of roles and with varying interests;
- Sense of humor optional but highly desired;
- You have exceptional EQ (emotional intelligence) and maturity with experience in conflict resolution;
- You have a deep appreciation and sensitivity to existing organizational culture and what can/cannot be changed as well as appropriate timing of change;
- Must have integrity and honesty above all, and a respect for complete confidentiality of every single human resources matter.

Interested candidates should send applications and detailed CVs by email to email:

apply@psiug.org or hand delivered to the **PSIU Office Reception**, addressed to **The Head of People and Culture PSIU at Plot 3 Mackenzie Vale - Kololo, P. O. Box 8082 Kampala.**

Applications should reach us not later than **Monday 6th November 2017 at 5:00pm.** Applications received will be reviewed on a rolling basis so we encourage you to submit your application as soon as possible! Only shortlisted candidates will be contacted.

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.