



UGANDA RAILWAYS CORPORATION

JOB TITLE: HUMAN RESOURCE & ADMINISTRATION OFFICER

DUTY STATION: Kampala, Uganda

REPORTS TO: Senior Human Resource and Administration Officer

JOB PURPOSE: To assist in implementation of Human resource and general administration policies and procedures of the Corporation.

KEY DUTIES AND RESPONSIBILITIES:

1. Participates in preparation and update man power levels.
2. Responsible for maintenance and update personnel records through the Human Resource Management System Software
3. Assists in the coordination of the day-to-day implementation of policies in matters of recruitment, promotions, remunerations, staff training and development, staff welfare, employee relations, and performance management.
4. Follows up on the implementation process of the performance management system.
5. Assists to oversee the day-to-day smooth running of all administrative and logistical support areas of URC.
6. Provide support in the administration of staff welfare, remuneration and benefits.
7. Supports safe custody of relevant employee records.
8. Assists Collect and maintain up to date human resource management information system.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- The ideal candidate should possess a Bachelor's Degree in Business Administration (Management), or Social Science or Organizational Psychology, or Human Resource Management, or Social Work and Social Administration.
- Post Graduate qualification in Human Resource Management/Public Administration & Management is an added advantage
- Experience in related field from reputable institution will be an added advantage
- Knowledge in Human Resource Management information systems is an added advantage
- High degree of integrity.
- Ability to work under minimum supervision
- Ready to work long hours