



UGANDA RAILWAYS CORPORATION

JOB TITLE: SENIOR HUMAN RESOURCE & ADMINISTRATION OFFICER

DUTY STATION: Kampala, Uganda

REPORTS TO: Principal Human Resource and Administration Officer

JOB PURPOSE: To assist coordinate management, implementation, interpretation of Human resource policies and procedures and general administration of the Corporation.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist prepare and update man power levels.
2. Maintain and update personnel records through the Human Resource Management System Software
3. Assist 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. Assist follow 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. Ensure safe custody of relevant employee records.
8. Assist Collect, collate, analyse, 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 Organizational Psychology, or Human Resource Management, or Social Work and Social Administration or Social Sciences.
- Post Graduate qualification in Human Resource Management/Public Administration & Management is an added advantage
- A minimum of five (5) years post qualification experience
- High degree of integrity.
- Ability to work under minimum supervision
- Ready to work long hours
- Must be a mature person and seasoned professional Manager able to interact and coordinate activities well with staff at all levels of the Corporation