



Job Description

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Job Title Human Resource Officer - Uganda	Job Location Kampala	Category -
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We are in search for a Human Resource Officer who will be responsible for supporting and implementing day-to-day human resources operations within the organization. This role assists in recruitment, employee relations, performance management, and HR administration while ensuring compliance with company policies and labor regulations. The Human Resource Officer plays an important role in maintaining a positive work environment, supporting employees, and ensuring efficient HR processes aligned with organizational objectives.

Responsibilities

- Develop, implement, and manage HR policies, procedures, and systems
- Oversee recruitment, selection, onboarding, and employee retention processes
- Manage employee relations, performance management, and disciplinary procedures
- Ensure compliance with labor laws, regulations, and company policies
- Handle compensation, benefits administration, and payroll coordination
- Identify training and development needs and coordinate learning initiatives
- Maintain accurate employee records and HR documentation
- Advise management on HR-related matters and workforce planning
- Promote a positive workplace culture and support employee engagement initiatives

Education & Qualifications

- Bachelor's Degree in Human Resource Management or related field.

Requirements

- Minimum 3 years of experience in Human Resources Administrative tasks.
- Extended Knowledge of the Labor laws and how to act according with it.
- Be able to work under pressure dealing with diverse cultures.
- Experience with Recruiting employees at a large rate.
- Experience dealing with Misconducts behavior and disciplinary procedures.
- Proficiency in Microsoft Office Suite and HR systems.

Characteristics

- Strong interpersonal and communication skills

- High level of integrity and confidentiality.
- Problem-solving and conflict-resolution skills

Driving Licence

Not Required

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