



Dated: 7th July 2023

JOB ADVERT

ABOUT THE UNIVERSITY

Clarke International University (CIU) [formerly, International Health Sciences University (IHSU)] is one of the leading Private Universities in Uganda, established in 2005 by Dr. Ian Clarke with an aim of improving the training of Human Resources for Health. The University currently has 4 faculties i.e., Institute of Public Health & Management, Institute of Allied Health Sciences, School of Nursing and Midwifery, and the School of Business and Applied Technology that offer a wide range of Health and Business / Applied technology related courses. Our vision is; - “A values-based university that inspires leadership, critical thinking, innovation, and outstanding academic training that transforms communities”, with a mission of preparing students for global leadership, and to be catalysts for transformation.

The university seeks to fill the following position/s.

Job Title: HUMAN RESOURCES OFFICER (FULLTIME)

Reporting to: THE HUMAN RESOURCES MANAGER

JOB SUMMARY

The candidate will support the implementation of best Human Resources practices and objectives to provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and the highest professional standards within a safe and secure environment in compliance with the National and International labor and employment legislations.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

1. Generate and collate all HR analytics to inform business decisions in line with the University plans.
2. Support the recruitment and selection process including: placement of vacancy notices; receipt of applications and shortlisting of candidates; following up with references; verifying of documentation and final appointment.
3. Monitor and implement the on/off boarding processes in line with statutory requirements and University Human Resource policies including; managing staff inductions and placements, updating of the HRIS, exit interviews management etc.
4. Support the planning, and implementation of Talent Acquisition strategies by establishing recruitment requirements through studying faculty /department plans at supervisory level in line with the HR operations and the University’s strategy.
5. Ensure timely processing of staff salaries and statutory remittances (PAYE, NSSF, LST), terminal benefits, overtime, and related benefits / allowances in line with the University HR policies and procedures.
6. Receive and forward staff medical application forms for enrolment on the scheme, Issuance and distribution of medical cards to staff, as well as reviewing and/or reconciliation of beneficiaries list and insurance premiums.
7. Carry out all HR projects including sports galas, HIV/AIDS sensitization campaigns etc.

8. Advise Heads of Department (HOD's) and all staff on Human Resources issues in accordance with the University strategy, policies and best employment practices.
9. Support the development and implementation of Employee relations programs for the University staff.
10. Develop and monitor the implementation of the departmental operational plan in line with the HR policy and strategy.
11. Identify learning gaps, and support all learning initiatives aimed at empowering employees' career wise to enable them perform their duties better.
12. Perform any other duties as may be determined from time to time by the line Manager.

REQUIRED QUALIFICATIONS / PERSON SPECIFICATIONS:

- ✚ **Qualifications;** - Bachelor's Degree: in Human Resources Management, Organizational Psychology, Business Administration and / or related field.
- ✚ **Experience:** At least two (02) years' work experience in Human Resources Management.

PERSON SPECIFICATIONS

Essential:

- ✚ A good understanding of relevant national and international labor laws.
- ✚ Ability to display and adhere to a code of absolute confidentiality.
- ✚ Ability to work independently with a high level of self-motivation.
- ✚ Excellent organizational, interpersonal, and presentation skills.
- ✚ Basic counseling skills.
- ✚ An analytical, problem-solving and creative work approach.
- ✚ Effective verbal and written communications skills.
- ✚ Good understanding of University Structures and functions.
- ✚ Conflict resolution skills (high level) and a strategic thinker.
- ✚ Strong work ethic and the ability to work extended hours when required.
- ✚ Willingness and, ability to learn.
- ✚ Sensitivity, empathy, Patience, tolerance and Calm manner
- ✚ Flexibility to work within a multi-cultural environment with Excellent leadership and management skills.

APPLICATIONS:

Interested candidates should clearly state the job position they are applying for in the subject field, and should submit the following;

- ✚ One-page summary of your qualifications and experience, indicating how you meet the expected skill-set and competencies for the position.
- ✚ Your Curriculum Vitae (CV) in English (please include your current residence address, telephone number, and email address, date of birth, gender and nationality);
- ✚ Copies of Academic papers (Certified Academic documents are required)
- ✚ Name(s) and full contact details of at least three (03) referees.

Applications should be sent to;

The Human Resources Manager; Clarke International University

Email: hr@ciu.ac.ug

Deadline for Submission: Friday, 21st July at 17:00hrs

Clarke International University (CIU) is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply.

Note: Only short-listed candidates will be contacted.