



WE ARE HIRING!

Our Client is offering an exciting employment opportunity for **HEAD OF HUMAN CAPITAL!**

JOB PURPOSE

To provide strategic leadership and oversight of the Human Resource function by developing, implementing, and monitoring people strategies that attract, develop, motivate, retain, and optimize talent. The Head of Human Capital shall be responsible for ensuring a productive, engaged, compliant, and high-performing workforce while fostering a positive organizational culture that supports business growth, operational excellence, employee wellbeing, and sustainable organizational performance.

KEY ACCOUNTABILITIES

1. STRATEGIC PLANNING

- a) Plan and Budget for the Human Capital of the company
- b) Plan and budget for the personnel resources
- c) Plan and Budget for Human Capital growth, incentives, Intervention and Productivity campaigns
- d) Plan and Budget for Training and development interventions
- e) Review and align the Company Organogram
- f) Review and Align the Company Policies and paper work
- g) Review and Align the Personnel Documentation
- h) Review and Align Job descriptions (Head office and Contractual)
- i) Review and Align Appraisal format and Evaluation format
- j) Constitute a Disciplinary Committee

2. OPERATIONS MANAGEMENT

- a. Analyze and Align Job skills
- b. Prepare and Manage the Leave schedules
- c. Prepare and manage the salary, allowances and statutory deduction process
- d. Monitor the productivity of personnel (Time and Quality)
- e. Maintain the Personnel Records and Contracts (Hard and Soft)
- f. Prepare and manage the appraisal process of personnel
- g. Prepare and Manage the Performance Improvement Plans
- h. Manage the relationship, discipline, grievance and arbitration process (Internal and External)
- i. Manage the personnel work schedules
- j. Monitor and Manage Occupational and Health Safety
- k. Monitor and manage the personnel's resources
- l. Prepare periodic reports
- m. Communicate to Personnel
- n. Manage the Recruitment process (Internal and External)

3. TRAINING AND DEVELOPMENT MANAGEMENT

- a. Conduct needs assessment
- b. Prepare training modules
- c. Manage the training Process
- d. Evaluate the Training

4. MOTIVATION AND REWARD MANAGEMENT

- a. Create Motivation Campaigns and Reward
- b. Prepare monitoring and reward Mechanisms
- c. Implement motivation schemes and reward

REQUIRED PERSONAL ATTRIBUTES

- i. High Integrity and Ethical Conduct
- ii. Confidentiality and Trustworthiness
- iii. Attention to Detail
- iv. Customer/Employee-Centric Mindset
- v. Strong Interpersonal Skills and Superior Leadership qualities
- vi. Ability to work in fast paced work environment
- vii. Superior communication abilities

QUALIFICATIONS AND EXPERIENCE

Education

- i. Bachelor's Degree in Human Resource Management, Industrial Psychology, Business Administration, Organizational Development, or a related field.
- ii. Post Graduate Diploma or Master's Degree in Human Resource Management, Business Administration (MBA), Organizational Development, or related discipline is an added advantage

Experience

- i. Minimum of 8–10 years progressive Human Resource Management experience.
- ii. At least 5 years in a senior management or leadership role.
- iii. Demonstrated experience in strategic HR leadership, labour relations, performance management, organizational development, and change management.

DO YOU HAVE WHAT IT TAKES?

Here is how to apply: -

All interested candidates should send copies of their updated **CVs** with two referees to; ***application@jobconnect.co.ug*** not later than 12th June 2026, at 5:00 p.m.
Please note that due to the high level of applications, only successful candidates will be contacted.