



WE ARE HIRING!

Our client is offering a very exciting employment opportunity for **Human Resource Officer** with at least **five (5) years'** proven experience in Human Resource Management, preparation of bids and management of the bidding process.

ROLE OVERVIEW

The Human Resource Officer shall be responsible for driving business growth through identification of new opportunities, management of client relations, preparation of bids and strengthening strategic partnerships, while also ensuring effective management of HR operations, employee relations, recruitment, performance management, compliance and organizational culture.

RESPONSIBILITIES

1. Strategic Planning

- ❖ Align HR strategies with business objectives.
- ❖ Support organizational growth and transformation initiatives.
- ❖ Prepare, manage and monitor the departmental budget.
- ❖ Work with the Management Representative to continually improve the quality management system.

2. Business Development

- ❖ Identify other business opportunities from newspapers or websites.
- ❖ Review and Prepare Technical and Financial Proposals.
- ❖ Update and review the company profile and company data sheets.
- ❖ Manage and maintain relations with Business development partners.
- ❖ Attend pre-bid meetings.
- ❖ Update and maintain the company website.
- ❖ Ensure follow-up on the submissions to the client.

3. HR Administration and Employee Documentation

- ❖ Prepare employment contracts, appointment letters and other HR correspondence.
- ❖ Maintain accurate and up-to-date employee personal files and HR records.

4. Performance Management

- ❖ Coordinate and implement the staff performance appraisal process.
- ❖ Provide feedback to employees on appraisal outcomes.
- ❖ Identify employee strengths, performance gaps and development needs.
- ❖ Maintain accurate appraisal records and reports.

5. Employee Relations and Organizational Culture

- ❖ Address employee concerns, grievances and workplace conflicts.
- ❖ Support effective communication between management and employees.
- ❖ Promote organizational values, behaviors and culture.
- ❖ Develop initiatives that improve employee engagement and morale.

6. Compliance and Risk management

- ❖ Ensure compliance with labour laws, statutory requirements and company policies.
- ❖ Develop, Review and Implement HR policies and procedures.
- ❖ Identify and Mitigate HR-related risks.

7. Recruitment Management

- ❖ Coordinate and schedule interviews with relevant stakeholders.
- ❖ Review and shortlist candidates based on job requirements.
- ❖ Maintain recruitment records and ensure timely closure of vacancies.

KEY REQUIRED COMPETENCIES

- ❖ **Education:** Bachelor's Degree in Business, Human Resource or related field
- ❖ **Experience:** A minimum of five (5) years' proven experience in Human Resource Management, with demonstrated knowledge in preparation of bids and management of the bidding process.
- ❖ **Skills:** Strong leadership, conflict resolution, Management, highly organized multitasker able to work well in a fast-paced environment, willingness to learn and grow with the company, excellent written and verbal communication skills and flexibility.

DO YOU HAVE WHAT IT TAKES?

Here is how to apply: -

All interested candidates should send copies of their updated CVs with three referees to:
application@jobconnect.co.ug not later than 24th July 2026, at 2:00 p.m.

Please note only successful candidates will be contacted.