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POSITION	HUMAN RESOURCES AND ADMINISTRATION OFFICER
CATEGORY	PROGRAM
STATUS	FULL TIME
HOURS OF SERVICE	8.00am to 5.00PM Monday to Friday and 9.00am to 1.00pm Saturdays
CLASSIFICATION	SECOND LEVEL
DEADLINE	27/11/2022. 12H00 am, EAT
PUBLISHED DATE	10/10/2022
ADVERT CODE	HA/AHR/QT3-P01-022-003

2.0 POSITION CONTEXT & OBJECTIVE(S) :

Hatches Ltd is a Poultry breeding, inputs supply company established and registered in 2003 as a private limited company. With a goal of **“Addressing our client needs and nature people’s dreams of living a better and decent life”** and a mission of **“Providing the best quality agro-inputs, products and services that address our clients’ needs and nature people’s dreams of living a better and decent life”**; Hatches Ltd’s vision is **“To be the most reliable, valued and client centric green growth company in Uganda”**.

The Company is seeking to establish a strong Management system, Administration and Technical Units with emphasis on providing professional support to the company in Business and Project Management and Implementation.

3.0 KEY RESPONSIBILITIES AND DUTIES:

3.1. Background

Under the overall guidance of the CEO, General Manager and direct supervision of the Finance and Administration Manager, the Human Resource and Administration Officer is responsible and accountable for tasks including, but not limited to:

3.2. Duties and Responsibilities

- i. Coordinate the administration of the recruitment and selection processes, working in conjunction with the Finance and Administration Manager to assist in all aspects of the recruitment selection process.
- ii. Provide administrative support to Hatches development, governance and risk management policies on matters related to Human Resource.
- iii. Develop and implement the company’s manpower policy including: manpower needs, job descriptions, remuneration/reward/reprimand, recruitment, staff induction, training, placement, and mentorship.
- iv. Develop, secure and manage employee information including maintenance of the Pay roll in collaboration with the Finance and Administration department

- v. In collaboration with the specific departmental heads, develop staff key performance indicators, coordinate signing of performance contracts for staff including the administration and maintenance of the staff performance review process.
- vi. Develop, review and maintain an up-to-date human resource manual in line with Company policies, regulations, standards and national laws.
- vii. In conjunction with other members of the HR /Finance and Administration Units, provide advice on the interpretation of HR Policies, procedures, guidelines and employee relations issues to staff and management.
- viii. In conjunction with the Finance and Administration department develop and maintain a data base for the company's organisational structure, positions, job descriptions and salary scale as will have been approved by the CEO or Board.
- ix. Maintain human resource data bases to ensure correct recording of all staff and employment related information including filing and preparation of HR metric data reports as required;
- x. Promote a gender balanced, child protection, gender safety, conducive work environment human resource policy;
- xi. Develop and manage the company's administration systems including company's client data base in collaboration with the head of Finance & Administration, Business development & Project Management, Procurement & Production, Communication & marketing and any other department as approved by the CEO/Board;
- xii. Manage the all HR administration systems, processes and procedures as required by the Company;
- xiii. Manage Company Electronic Records including: the HR, Administration and Client Service Units.
- xiv. Develop and maintain a sound working knowledge of Company's Administration, Client and Human Resources Information Systems (MIS).
- xv. Train and supervise Hatches Ltd staff to ensure compliancy with established procedures
- xvi. Preparation and production of regular report as will be required;

3.3. Competencies and Aptitude

3.3.1. Corporate Aptitudes

- i. Demonstrates integrity by modelling the Hatches Ltd values and ethical standards
- ii. Promotes the vision, mission, and strategic goals of Hatches Ltd
- iii. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- iv. Commitment to the principles and philosophy of the company and partners as well as government regulations and requirements.

3.3.2. Interpersonal Aptitudes

- i. Well-developed verbal and written communication skills.
- ii. Ability to handle sensitive issues of confidential nature with tact and professionalism.
- iii. Ability to collaborate with others to achieve agreed results and outcomes.
- iv. Ability to work independently and as an effective team member.
- v. The ability to gain cooperation and assistance with clients, partners, the general public as well as employees.
- vi. Ability to prepare coherent, logical and comprehensible correspondence and reports as required.

3.3.3. Functional Competencies:

- i. Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- ii. Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- iii. Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

4.0 SPECIAL KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilized:

- 4.1 In-depth knowledge of Humane Resource & Administration principles and practices;
- 4.2 Excellent knowledge of payment management systems, bank procedures, processes and documentation, tax and social security procedures and systems;
- 4.3 Excellent communication skills (written and oral): Sensitivity to and responsiveness to all stakeholders,
- 4.4 Respect and cooperative relationships with all key stakeholders (internal and external);
- 4.5 Ability to lead implementation of new systems, to positively influence staff, clients and partners behavioral/ attitudinal change

5. QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for this position:

- 5.1 Degree or Diploma in Human Resource and Administration
- 5.2 At least two-year experience in Administration and Human Resource management operations at a middle to senior management level
- 5.3 Knowledge of or experience using a MIS would be advantageous.
- 5.4 Proven ICT skills (word, excel, power point and email),
- 5.5 Skill in developing human resource and administration tools/ software;
- 5.6 Strong training & facilitation skills.
- 5.7 Fluency in written and spoken English.

How to Apply

All applicants should submit the following documents in a single submission (one PDF file): Letter of motivation, CV including three references.

E-mail your application to recruitments@hatchesltd.com, before **27 November 2022. 12H00 am, EAT**

NB: Please do not attach copies of qualifications/diploma at this stage. Mention the position applied for and the advert code in the email subject. Only complete applications will be reviewed. All materials should be submitted via email. We regret that owing to the likely volume in applications only shortlisted applicants will be contacted.