



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunity

Date: March 14, 2019

Title: Human Resource Officer

Number of Positions: One (01)

Reports to: Manager Human Resource

Application Deadline: Friday March 29, 2019

Duty Station: AFENET Secretariat

Back ground:

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

Established in 2005, AFENET has supported more than 20 African countries across sub-Saharan Africa advance their capabilities in early detection and response to infectious and non-infectious diseases.

AFENET is looking forward to hiring a capable and qualified person into the position of **HUMAN RESOURCE OFFICER**.

Job purpose:

This position provides support, and guidance in management of the Human resource function in the Organization.

Responsibilities:

- Coordinate staff recruitment and selection process in order to ensure a timely, organized and comprehensive procedure is used to hire and retain staff.
- Responsible for managing the Human Resource Information System (HRIS) database, entering data in the system and generating reports for use by management.
- Provide advice and assistance to supervisor on staff recruitment ensuring job positions are aligned to the organization's staff competence profile
- Provide support to other supervisors and staff in skills development and capabilities of staff
- Provide assistance in coordination of staff trainings, workshops and activities
- Provide assistance in coordination of the performance management system for the human resources both at Secretariat and the Network;
- Provide advice and assistance when conducting staff performance evaluations and Identify training and development needs
- Provide basic counseling to staff who have performance related obstacles
- Provide advice and assistance in developing human resource plans
- Facilitate orientation for new employees
- Monitor staff attendance and absences
- Provide advice and recommendations on discipline
- Monitor scheduled absences such as leave or travel and coordinate action to ensure staff absence is adequately covered to ensure continuity of services
- Provide information and assistance to staff and supervisors on human resources and work related issues
- Provide advice and assistance to staff and supervisors on pay and benefits systems, ensuring compliance with the organization's compensation structure
- Monitor confidential employee staff contracts and other electronic personnel records
- Custodian of all human resource related information and personnel records
- Offer assistance in Managing employee grievance, complaint and disciplinary cases in accordance with human resource guidelines and regulations;
- Assist in the employee separation processes for both voluntary and involuntary exits
- Conduct regular surveys to ascertain the level of employee satisfaction and ensure identified
- Provide support to supervisors and staff to develop the skills and capabilities of the staff

Academic requirements:

- Bachelors' Degree in Human Resource Management, Industrial Psychology or Management
- Post Graduate training in Human Resource management is added advantage.
- Proven Post graduate work experience of 2-3 years' of Human Resource in a busy work environment or any reputable organization.
- Excellent communication, customer care and relationship skills.



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- Membership to an HR Professional organization.
- Excellence in relevant Ms. Office computer applications and proficient at usage of a Human Resource Information System (HRIS) is a requirement.

Required functional competences:

The preferred candidate must prove possession the following;

- Excellent knowledge of human resources management skills
- Basic financial management skills
- Good knowledge of training skills
- Good stakeholder management skills
- Excellent knowledge of employment legislation

Benefits: A competitive remuneration

Application Process

Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references to: **The Human Resource Office, African Field Epidemiology Network (AFENET). Email: sec@afenet.net on Friday, March 29, 2019 by close of business (East Africa Time).**

Note: In your application provide: Your name, email address, reliable telephone numbers.