

VACANCY ANNOUNCEMENT

The Uganda Bureau of Statistics (UBOS) is a semi –autonomous body established by an Act of Parliament (1998) to promote the production of reliable official statistics and ensure the development and maintenance of the National Statistical System.

The Bureau's core mandate includes amongst others, the production, coordination and dissemination of official statistics to support development processes at local and national levels, including policy, planning, decision-making, monitoring and evaluation.

The Bureau is seeking to recruit exceptional and dynamic qualified Ugandan professionals with high integrity and proven leadership skills who are self-motivated and results oriented to fill the following position

JOB TITLE: SENIOR HUMAN RESOURCE OFFICER (1)

Job Ref	:	UBOS/SHRD /2018/12
Terms of Employment	:	Permanent
Salary Scale	:	UBOSP2
Reporting to	:	Principal Human Resource Officer

Job summary:

The Senior Human Resource Officer will be responsible for preparing and coordinating the implementation of the Bureau staff development initiatives and performance management systems and programmes. The incumbent is expected to demonstrate and embody the institutional values, vision and mission to create value for all Bureau stakeholders.

Duties and Responsibilities:

1. Identifying and conducting annual training and development needs assessment within the Bureau through staff appraisals to inform the development of Annual Training programmes.
2. Guiding staff in preparation of their individual personal development and career plans.
3. Identifying competent training providers and venues, negotiating terms and maintaining a contacts database.

4. Coordinating the annual staff performance appraisal exercise in line with the Performance Management policy, and preparing the annual staff performance appraisal reports.
5. Preparing and regularly updating the Staff Induction Manual and programmes in line with the Human Resource Manual
6. Preparing the annual training plans and budgets in line with the Human Resource Development Strategy.
7. Training and coaching line managers and supervisors in human resource management functions at their respective levels.
8. Performing staff counselling and guidance functions so as to maintain a motivated and engaged work force.
9. Undertaking any other human resource management and development duties as may be assigned by the immediate supervisor from time to time.

Minimum Qualifications

1. Honours degree in Social Work & Social Administration (SWSA), Human Resource Management, Organisation Psychology, Social Sciences, or other Human Resource Management related fields.
2. Post Graduate qualifications in Human Resource Management.
3. Membership to the Chartered Institute of Personnel & Development, the Human Resource Managers Association of Uganda (HRMAU) or other Human Resource professional bodies will be an added advantage.

Experience

1. A minimum of three years working experience as Human Resource Officer, handling the staff training and development function.
2. Knowledge and experience in utilizing staff performance management systems including the Balanced Score Card.
3. Practical experience in using computerized Human Resource Management packages is an added advantage.

Other Desirable Competencies and skills

1. Skills in staff counselling and guidance.
2. Proficiency in Ms Office packages is essential.
3. Excellent analytical and planning skills
4. Innovativeness and the ability to work independently and under tight deadlines.

5. Proven high level of integrity.
6. Excellent interpersonal, teamwork and communication skills.
7. Possession of good administrative and negotiation skills.
8. Track record of training and mentoring others.

MODE OF APPLICATION AND DEADLINE

Applicants with the requisite qualifications should send their applications with an up-to-date Curriculum Vitae together with copies of academic certificates and full postal/e-mail address and telephone numbers, indicating the names and contact addresses of three referees.

Applications should be addressed to:

**The Deputy Executive Director - Corporate Services
Uganda Bureau of Statistics
Plot 9, Colville Street
P.O Box 7186
Kampala
UGANDA**

Applicants may apply for any of the above positions through the online application system available on the [UBOS website www.ubos.org](http://www.ubos.org) not later than **January 24, 2019 at 05:00pm**. Applications received after the deadline will not be accepted.

All tendered in documents will be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of canvassing will lead to automatic disqualification.

UGANDA BUREAU OF STATISTICS IS AN ALL-EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION AND ALL QUALIFYING FEMALE CANDIDATES ARE ENCOURAGED TO APPLY