**VACANCY ANNOUNCEMENT- APP UGANDA**

<table>
<thead>
<tr>
<th>Job Title: Human Resource and Administration Manager</th>
<th>Duty Station: Kampala</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Operation</td>
<td>Position Grade:</td>
</tr>
<tr>
<td>Reports to: Country Director</td>
<td></td>
</tr>
</tbody>
</table>

**About US:**

The African Prisons Project (APP) is a community of people passionately committed to bringing hope and justice to men, women and children in African Prisons ensuring equitable access to justice, health and education. Our 2020 strategy focuses on developing change makers amongst prison staff and inmates who use the law to bring justice to the most vulnerable in society; and to begin assembling world-class law teachers, law makers and practitioners to aid the training and development of our people; and to plan our expansion as we look to establish ourselves as a social enterprise offering legal services in Africa and beyond. For details about APP, follow this link: [https://africanprisons.org/our-work](https://africanprisons.org/our-work)

**GENERAL RESPONSIBILITIES:**

This is a full time position and the position holder reports to the Country Director. The Human Resources/ Administration Manager provides general Human Resources and administration support for both the Kampala Office and all the field offices. The Human Resource/ Admin Manager is responsible for providing support in the various human resource functions, which include Talent acquisition and management, (recruitment, staffing, training and development, performance monitoring and employee counselling)
SPECIFIC RESPONSIBILITIES:

• Maintain a thorough knowledge of APP personnel policies and ensure the implementation of these policies and SOP.
• Under the supervision of the Country Director, assist in the implementation of the APP Country Strategic Plan Objectives
• Develop a coaching and mentoring strategy for implementation in all APP field offices
• Analyse statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
• Produce monthly reports for review by the supervisor, and produce annual staff turnover report for HR analysis.
• Initiate and coordinate annual job descriptions review exercise in liaison with sector heads and update the job description database
• Provide advice and assistance to supervisors when conducting staff performance evaluations
• Identify training and development opportunities
• Provide basic counselling to staff on both performance related obstacles and personal issues
• Plan and conduct new employee orientation an on boarding to foster positive attitude toward organizational objectives.
• Ensure that performance evaluations for all staff are conducted on time, and review all evaluations to ensure quality and consistency; Review all PME forms produced by the Human Resource department; and produce an annual Human Resources Development Plan.
• Initiate and coordinate all the recruitment requests received in line with APP policy and provide technical guidance to staff as per policy; Organize interviews and follow through on hiring procedures in line with APP policy;
• Prepare and post all job advertisements for all vacant positions in appropriate media and ensure wide and appropriate distribution to all field offices.
• Maintain and organized recruitment resource database and monthly update the
Qualifications, Skills and Experience:

Exceptional professionals with 4-7 years of work experience as a senior HR staff with a reputable organisation. Preferably with an international NGO.

- Strong, relevant work experience in Human Resource and Administration;
- Good presentation skills and ability to explain technical concepts in plain coherent, lay terms.
- Ability to grow others’ analytical skills.
- Degree or Masters in Human Resource Management, Public Administration or international Relations. Minimum of four years as a senior HR staff with a reputable organisation.
- Ability to handle multiple tasks; proven self-initiative and problem solving abilities.
- Proven track record of quality performance in highly pressured environments.
- Computer skills, including Word, Excel, Power-Point, and Access.
- Proven training/capacity building skills in Human Resource and Administration.

How to apply:

Email your CV and cover letter only to careers.ug@africanprisons.org or saidikaren@africanprisons.org clearly indicate the position you are applying for as the subject. Deadline for receiving applications is 3rd March, 2020, at 5:00pm. Only shortlisted candidates will be contacted. Applications will be reviewed on a rolling basis.