

Uganda Industrial Research Institute

Career Notice

Human Resource Manager

Status: Archived

Application deadline: April 10, 2025 at 17:00 hrs EAT

Duty station: Kampala

Attention: Executive Director

Job Summary

The Human Resource Manager ensures the workforce is well managed, fostering productivity and a positive work environment for strategic and tactical goals.

Key Responsibilities

- Develop or implement HR policies and procedures that support the Institute's strategic objectives.
- Oversee administration of employee benefits including salary, gratuity, health insurance and leave.
- Implement performance management systems that encourage productivity, employee growth and accountability.
- Provide HR guidance and support to managers and staff, including employee relations and disciplinary matters.
- Ensure compliance with labour laws and regulations to mitigate risks.
- Manage recruitment and selection processes to attract talent.
- Oversee employee onboarding, training and development programmes.

Requirements

- Master's degree in Human Resource Management or a related field.
- Bachelor's degree in Human Resource Management.
- Minimum of five years of experience in human resource management, with at least three years as a manager in an organisation of more than 100 employees.
- Proficiency in HR software and/or Microsoft Office Suite is an added advantage.

How to Apply

- Submit a cover letter, CV and academic documents to the address provided.
- Address submissions to Uganda Industrial Research Institute, Plot 42A Mukabya Road, Nakawa Industrial Area, Kampala.
- Ensure to sign the register of received applications.