

CURRICULUM VITAE

BUKENYA UMAR

Nationality: Ugandan
Mob 1: +256772233074
Mob 2: +256705433537
Email: umarbukey@gmail.com
Sex: Male
DOB: January 26th,1987

PERSONAL STATEMENT:

A Ugandan national, self-motivated, hardworking, energetic, & innovative person with ability to work with different teams under different circumstances. I have over the years acquired skills in interpersonal relationships, Human Resource & Management skills. I am a qualified Human Resource professional from Makerere University.

CAREER PROFILE:

An astute learner & best performer in your organization to make a sound position in the corporate world and work enthusiastically in a team to achieve goals of the organization with devotion and hard work.

ACADEMIC BACKGROUND:

PERIOD	INSTITUTION	AWARD
Ongoing	Victoria University	Master of Business Administration - HR
2011 - 2011	C-M Computer Centre	Certificate in Computer
2007 - 2010	Makerere University	Bachelor of Human Resource Management
2005 - 2006	Mukono Town Academy	U.A.C.E.
2001 - 2004	St. Augustine's College Wakiso	U.C.E.

ADDITIONAL TRAININGS & CERTIFICATIONS:

- Food Safety Management System **ISO 22000 (FSMS)**
- Quality Management System **ISO 9001:2015 (QMS)**
- Environmental Management System **BS EN ISO 14001:2015 (EMS)**
- Fire Fighting & Safety Training
- Basic & Advanced Security Training
- Anti-sexual Harassment Training
- Personal Safety & Security Training
- Child Safeguarding Training

Human Resource Management Information Systems Used:

- Integra
- Cornerstone
- ProMiSe ERP 2021
- Agresso
- SAP Solution 1
- Time & Attendance Master

LANGUAGE PROFICIENCY:

Language	Speaking	Writing	Reading
English	Excellent	Excellent	Excellent
Luganda	Native	Native	Native

WORK EXPERIENCE:

Employer: International Rescue Committee
Position: Human Resource Manager (TTA - Temporary Transfer Assignment)
Location: Libya/Tunis (hybrid, remote and in-country)
Duration: February 2025 to March 2025



Duties & Responsibilities:

HR Leadership & Management

- Manage all HR functions for Libya / Tunis team, including but not limited to: Orientation, Staff contracts and contracts renewal administration, leaves administration, performance management and staff exit management.
- Review & validate the recruitment requisition forms & Global recruitment requisition forms; to ensure accuracy, completeness and compliance with IRC's policies and procedures before being submitted to HR Director.
- Manage monthly payroll, gather all necessary information and supporting documents, prepare social security and tax payments.
- Lead exit management process to ensure seamless and smooth transition for departing employees.
- Conduct exit interviews with exiting staff, generate exit reports, analyze the gaps and share outputs with HR director and other stakeholders and suggest improvement plans.
- Oversee HR-related administrative duties and ensure compliance with existing legal, governmental & Donors' reporting requirements.
- Manage employee relations disputes, complaints and conflicts in a professional manner with the aim of empowering employees and supervisors to have the necessary tools, resources and knowledge to resolve conflicts in a positive reinforcement manner.
- Act as impartial investigator and/or mediator (where applicable) when dealing with misconduct reports to ensure equitable and fair procedures are taking place in line with our internal policies & labor law.
- Follow-up disciplinary measures and related employment law matters are properly applied and advise supervisors in determining appropriate disciplinary plans of action.
- Conduct and organize the IRC Way & code of conduct trainings, performance evaluation and any required training on Quarterly basis for all IRC Libya/Tunis staff.
- Carry-out daily HR-related administrative duties such as managing staff contracts and contract renewal, generating employee reports and executing compliance-related activities with all existing legal and government reporting requirements.
- Managing and supervising the on-boarding and orientation process for national and international staff to welcome new and transferred employees ensuring that they have the tools and knowledge needed to perform their job properly and get engaged within the Organization, Assuring the proper arrangements of new staff equipment's (ID, laptop, phone. Where applicable).
- Following up on 90-day action plan & staff probation period.
- Being a focal point for IRC Temporary Transfer Assignment –TTA.
- Issuing employee's official letters (non-salary related).
- Liaise, coordinate and communicate efficiently with the Recruitment, Compensation & Benefits team members to ensure a timely and proper flow of work and exchange of needed HR information.
- Other duties assigned by supervisor

Staff Performance Management and Development

- Coach, train, and mentor HR staff with the aim of strengthening their technical capacity, exchanging knowledge within the team and providing professional development guidance
- Supervise and mentor direct-report staff, including communicating clear expectations, setting performance objectives, providing regular and timely performance feedback, and providing documented semi-annual performance reviews.
- Provide constructive feedback and counsel on appropriate career paths and professional development.
- Promote and monitor staff care and well-being; approve and manage all leave requests to ensure adequate coverage.

Communications

- Communicate frequently and regularly on HR changes, initiatives, programs and offerings.
- Model and encourage active practice of the principles of the "IRC Way – Global Standards for Professional Conduct".
- Maintain a healthy and empowering office environment that encourages open, honest and productive communication among IRC staff.
- Conduct periodic progress reports on HR initiatives, monthly HR reports, analytics reports etc.



Employer: International Rescue Committee
Position: Human Resource & Admin Manager
Location: Kampala
Duration: April 2024 to Date

Duties & Responsibilities:

In compliance with the IRC policies and procedures, the HR & Administration Manager will specifically be responsible for the following duties:

- Participate in the development, implementation and review of Human Resource plans and policies.
- Participate in the development of the HR Budget and monitor its implementation in line with the HR plan and facilitate Human Resource related events/ workshops.
- Coordinate the whole process of recruitment and provide support to the process.
- Take all new staff for orientation through the IRC induction pack materials, HR manual, organogram, and IRC Way training among others.
- Responsible for the review of job descriptions; working closely with respective Head of Departments and line managers to ensure that there is clarity of roles and duplication is avoided.
- Enter data on staff leave updates and produce monthly updates on balances and follow up those for the field staff and ensure that quarterly updates on balances are given to staff by the 15th day of the month.
- Provide administrative support in the preparation and implementation of HR workshops/seminars, functions.
- Coordinate staff training to include mandatory online training for new staff.
- Update and ensure that all staff are duly registered with National Social Security Fund (NSSF) and their records/ contributions updated and submitted to the Finance department for payroll preparation by the 15th Day of the month.
- Ensure regular update of employee records into files including support to the field offices.
- Follow up on timesheets and produce monthly updates shared with staff by the 10th day of the month.
- Follow up on staff separation status and documentation within 1 month of separation from service.
- Manage the procurement of all stationery and purchase requests of all the HR department and make reorders on a quarterly basis.
- Support the process of sourcing consultants, participate in selection meetings, communication and update data bank of consultants and maintain a file of their documentation (work in progress and agreements).
- Procure IDs for staff within 5 days of joining.
- Organize inspirational talks for staff on a quarterly basis.
- Advocate members of staff to uphold values and principles of IRC in their place of work as well as their environment.

Ensure smooth running of all activities in the administration section at the country office – Kampala.

- Ensure that the staff offices are always clean and that all faulty items are worked on immediately.
- Ensure that the staff effectively make use of the biometric system machine and reports are generated monthly and share with your supervisor for progress monitoring of the system.
- Supervise all repairs and works at the Kampala offices.
- Ensure that the Baby Room is always clean, providing a safe environment for both the mothers and the babies.
- Ensure that occupational health and safety requirements and procedures are in place.

Property/Facilities Management.

- Liaise with the landlord in the overall maintenance of the country office premises and manage facilities assets and equipment (physical work environment) and ensure that these are secure and efficiently utilised.
- In liaison with the Supply Chain team, develop a schedule for all the tenancy agreements for the different residencies and offices and track when rent is due.
- Receive and handle all requests for goods and services related to property management.
- Ensure that accurate documentation such as purchase requests, detailed specifications are provided to the Supply Chain section for action and liaise with the Supply Chain team on timely procurement and delivery of goods and services with regards to office facilities, including stationary supplies and the overall office administration management.
- Follow up on IRC matters related to service provision on utilities like water and electricity.
- Take part in preparation of documentation to include tenancy agreements, reminders to landlords, and management of tenancy terminations, repairs and handovers.
- Take part in preparation of procurement plans for the office supplies.
- Track and maintain an updated master database for all property in the Country Program.



- Ensure that security deposits attached to tenancy agreements are tracked and recovered at the expiry of the tenancy agreement.

Human Resources Management

- Supervise the HR & Administration Officers, Assistant, Receptionist, and Cleaners.
- In consultations with your supervisor, conduct capacity needs of the team to conduct training in a bid to build the capacity of the team.
- Manage the performance of the team that you supervise and ensure that they are delivering to their objectives as expected.
- Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization).

Employer: World Alliance for Lung & Intensive Care Medicine in Uganda (WALIMU)

Position: Human Resource Manager

Location: Kampala

Duration: September 2023 to April 2024

Duties & Responsibilities:

Human Resources Management & Organizational Development

- Ensure the WALIMU Core Values are systematically communicated to all staff (new and existing staff).
- Ensure Organizational development initiatives are effectively implemented.
- Participate actively in the review of existing HR policies and procedures.
- Maintain a thorough knowledge and understanding of Uganda Labor Act and regulations, WALIMU Uganda National Staff policies and ensuring compliance and consistent application.

Talent acquisition, management and staff development

- Lead transparent recruitment processes and ensure all sectors comply with recruitment-related policies and procedures including and not limited to advertisement of positions, consistent documentation of the recruitment process (interviews notes, reference check).
- Coordinate and facilitate the integration/transition processes to ensure new and transferred staff receive effective onboarding.
- Ensure WALIMU Performance Management Program is effectively implemented by providing regular training on performance management, objectives setting, monitoring and coaching, performance review process, etc.
- Lead and facilitate required activities for staff development and career planning by providing sufficient information and guidance to staff on existing staff development resources.
- Support supervisors and employees in their development and career plans design and implementation.

Compensation and Benefits.

- Ensure internal equity is maintained for staff compensation and benefits and advice programs leads accordingly.
- Ensure staff understand their benefits package and lead an effective administration of the benefits.
- Actively participate in the salary review process by providing sufficient information to the HR lead.

Staff welfare/well-being:

- Ensure all staff and dependents are registered for the medical insurance coverage, monitor staff medical coverage and ensure that the coverage is functioning well.
- Communicates daily with WALIMU designated health care provider to review any cases of life-threatening illness among staff and troubleshoot any specific staff health issues that cannot be resolved by the care provider.

Staff Administration

- Ensure a consistent filing system is put in place and confidentiality of the HR information is guaranteed and orderly archiving of official HR documents.
- Ensure staff files are updated on a real-time basis, with all required key documents and ensure they are completed and up to date through periodic file audits.
- Ensure the Tracking of timesheets is updated and consistently maintained.
- Ensure HR databases are regularly updated (staff list, leave tracking, contract tracking, etc.)
- Ensure that all the exit processes follow WALIMU's policy and local legislation.
- Coordinate and facilitate employee exit process and archive all required documents.



Employee Relations:

- Facilitate employee relations resolution based on local laws and WALIMU standards.
- Facilitate relationships between labor/social services and Walimu staff.
- Manage employee relations and discipline in accordance with WALIMU's policy and local law.

Employee terminations/Separation

- Work in close collaboration with function coordinators and managers, ensure all termination documentation is completed before being forwarded to HR Lead for review.
- Develop and maintain reports to update and finalize terminal benefits.

Staff Management

- Directly supervise the Admin Officer & Assistant and ensure all work duties are performed satisfactorily.
- Liaise and provide HR technical support and guidance to the Walimu staff.
- Ensure timely and accurate reporting from the field offices.

Reporting

- Control and ensure permanent monitoring of HR strategic metrics
- Compile strategic HR metrics information for the department.
- Review and submit weekly and monthly recruitment reports.
- Review and submit monthly staff leave accrual.
- Review and submit monthly renewal and termination of contracts
- Review and submit payments with suppliers, service providers (lessors, hotels).
- Review and share with relevant staff, the accommodation tracking sheet
- Ensures coordination and monitoring of shared activities between HR, administration and "Supply Chain".
- Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization).

Employer: International Rescue Committee

Position: Senior HR & Admin Officer

Location: Lamwo

Duration: March 2022 to Augst 2023

Duties & Responsibilities:**Recruitment and Orientation:**

- Facilitate recruitment processes for local recruitment as required and monitor HR recruitment policies and procedures are consistently followed.
- In coordination with the Country HR Lead and the Field Coordinator, facilitate the integration/transition processes to ensure new and transferred staff to Lamwo receive the required information for their integration.
- Ensure all new staff receive IRC Way orientation and related documentation.

Compensation and Benefits:

- Support in responding to employee inquiries regarding salary and benefits.
- Act as focal point to receive staff concerns about their compensation and benefits.
- Provide timely feedback to Field Coordinator and/or Country HR Lead about all staff concerns related to their compensation and benefits.

Employee Relations:

- Facilitate and provide guidance for resolving minor employee relations issues in the field office.
- Provide Field Coordinator and/or Country HR Lead with information about any employee relations issues occurring in the field.
- Facilitate relationships between labor/social services and IRC staff.

Administration:

- Coordinate the collection of staff timesheets, ensuring that they are provided on time and sent to head office systematically.
- Implement the process of staff taking their leave in accordance with IRC regulations.
- Provide staff information to the Country HR Lead in Kampala on a regular basis.
- Communicate any staff welfare concerns to the Field Coordinator and/or Country HR Lead in a timely manner.
- Coordinate the process of always ensuring availability of adequate office supplies.



- Coordinate hotel/accommodation, flight booking etc. with Kampala and other field locations.

Reporting:

- Submit regularly, as required, information to Country HR Lead for HR Metrics preparation.
- Submit monthly payroll information to the Country HR Lead in a timely manner.
- Update and submit regularly staff leave tracking.
- Submit weekly and monthly recruitment reports.
- Maintain proper records for all correspondences.
- Ensure compliance of administrative policies and procedures with IRC standards and local law in the Lamwo office.
- Perform any other official duties as assigned by the supervisor.

Employer: International Rescue Committee

Position: HR & Admin Officer

Location: Lamwo

Duration: November 2021 to February 2022

Duties & Responsibilities:

Recruitment and On-boarding

- Initiate and coordinate all the recruitment requests and follow through on hiring procedures in line with the policy.
- Prepare and post all job advertisements for all vacant positions on appropriate channels and ensure wide and appropriate distribution, this includes e-filing of application and sending out HR communications.
- Maintain a recruitment resource database (CVs).
- Maintain an organized recruitment resource database and bi-weekly update the recruitment status report and send it to all managers on a weekly basis.
- Organize interviews and follow through on hiring procedures in line with the IRC policy.
- Liaise with hiring managers and HR/Admin staff to ensure new staff are oriented upon hire. Includes providing pre-assignment information, orienting employees to the IRC Way in the office
- Support the HR and Admin Manager during new staff on boarding and ensures all the paper works are correctly done and share with the responsible staff in Kampala.

Contract Management

- Preparing and track offer letters and employment contracts.
- Prepare COS (Change of Status) forms as required and draft /track Staff Contracts, termination forms/notifications.
- Ensure internal equity is maintained for staff compensation and benefits and advice programs leads accordingly.
- Ensure staff understand their benefits package and lead an effective administration of the benefits.
- Maintain accurate and up to date personnel records of all employees including orderly archiving.
- Ensure the IRC way violations are captured, reported, and followed through on a monthly basis.

HRIS Support

- Support the management of IRC Uganda's HRIS system and ensuring that it is accurate and maintained up to date.
- Support the maintenance of all talent acquisition and management processes in Cornerstone and the HRIS as assigned, to ensure 100% data integrity.
- Act as a point of contact for all Cornerstone enquiries
- Capacity building employees, management, and HR Focal points in use of Cornerstone and the HRIS.
- Support Payroll process for national staff, as required.

Performance Management

- Coordinate timely performance appraisals and maintain an updated PME database for all staff in coordination with the HR & Admin Manager.
- Ensure that performance evaluations for all staff are conducted on time and review all evaluations to ensure quality and consistency.
- Collate training needs from the PME and ensure that they are captured in the Annual Learning and development plan.

Health Insurance Management

- Coordinate the national staff health insurance scheme ensuring timely and accurate reports from the service provider.
- Ensure all staff and eligible dependents are registered on to the medical insurance scheme, monitor staff medical coverage and ensure that the scheme is functioning well.
- Liaise with the health service provider to resolve any issues with the services.



- Follow up on all medical insurance matters for staff including adding and deleting staff to/from the employer's liability and the medical and hospitalization insurance policy schemes as well as follow up on payments and claims.

Staff Welfare/Well being

- Ensure staff tea and water is available at the office all time.
- Together with the HR/Admin Manager, follow-up on staff medical cards, IDs and CUG
- Support the staff in tracking staff leave.
- Prepare invoices and payment request vouchers for all utilities (electricity bills, water bills etc.)
- Assist the HR department in organizing staff training sessions, workshops, and activities.
- Receive all guests to the Office and make necessary arrangements for visitors in liaison with the HR & Admin Manager
- Ensure Guest house is cleaned on a regular basis.
- With guidance from the HR and Admin Manager, implements team building activities in Kiryandongo Field offices on a regular basis (ideally quarterly).
- Maintain hygiene practices in IRC field bases, offices, residences, and vehicles are being respected and medical kits (first aid kits) are present and stocked.
- Provide advice to staff about how to access health care in case of illness.
- Offer confidential support to staff members in psychosocial distress and direct them towards IRC psychological counseling service.
- Communicate daily with IRC designated health care provider to review any cases of life-threatening illness among staff and troubleshoot any specific staff health issues that cannot be resolved by the care provider.
- Maintain proper records for all correspondences.

Administrative and Office Consumables Inventory Management

- Ensure office supplies are available at any time.
- Manage the office stationery ensuring availability of supplies for daily use.
- Prepare timely purchase requests for Operation department and ensure approval and follow-up.

Staff Administration & Filling

- Maintains updated staff files on a real-time basis. Opening staff files as per IRC filling system and continuing filling.
- Maintains an updated HR database such as (staff list, leave tracking, contract tracking, etc.) and shares regularly with the HR & Admin Manager.
- Maintain and update the timesheet tracking system for national staff and file all timesheets appropriately.
- Maintain proper records for all correspondences.

Exit Management

- Work closely with supervisors to ensure exit interviews are offered to all staff and data is captured in the online exit survey to ensure a learning and reflective culture in the country program.
- Ensure that staff are removed from the Health Insurance scheme and GPA schemes accordingly.
- Develop and maintain reports to update and finalize terminal benefits.
- Perform other duties as needed or requested by the HR /Admin Manager.

Reporting

- Compiles the monthly HR metrics information and share with the HR and Admin Manager for final compilation.
- Prepared monthly staff leave accrual for HR Managers reviews.
- Prepares and shares information on payment of suppliers, service providers (lessors, hotels).
- Prepares and shares with HR & Admin Manager the accommodation tracking sheet.
- Prepares weekly activity reports including those done by the compound supervisor and shares with the HR & Admin Manager to feed in the weekly reports.

Employer: International Rescue Committee

Position: HR & Admin Officer

Location: Kampala

Duration: July 2021 to October 2021

Duties & Responsibilities:

Recruitment and On-boarding

- Initiate and coordinate all the recruitment requests and follow through on hiring procedures in line with the policy.
- Prepare and post all job advertisements for all vacant positions in appropriate channels and ensure wide and appropriate distribution, this includes e-filing of application and sending out HR communications.
- Maintain a recruitment resource database (CVs).



- Maintain an organized recruitment resource database and bi-weekly update the recruitment status report and send it to all managers on a weekly basis.
- Organize interviews and follow through on hiring procedures in line with the IRC policy.
- Liaise with hiring managers and HR/Admin staff to ensure new staff are oriented upon hire. Includes providing pre-assignment information, orienting employees to the IRC Way in the office
- Support the HR and Admin Manager during new staff on boarding and ensures all the paper works are correctly done and share with the responsible staff in Kampala.

Contract Management

- Preparing and track offer letters and employment contracts.
- Prepare COS (Change of Status) forms as required and draft /track Staff Contracts, termination forms/notifications.
- Ensure internal equity is maintained for staff compensation and benefits and advice programs leads accordingly.
- Ensure staff understand their benefits package and lead an effective administration of the benefits.
- Maintain accurate and up to date personnel records of all employees including orderly archiving.
- Ensure the IRC way violations are captured, reported, and followed through on a monthly basis.

HRIS Support

- Support the management of IRC Uganda's HRIS system and ensuring that it is accurate and maintained up to date.
- Support the maintenance of all talent acquisition and management processes in Cornerstone and the HRIS as assigned, to ensure 100% data integrity.
- Act as a point of contact for all Cornerstone enquiries
- Capacity building employees, management, and HR Focal points in use of Cornerstone and the HRIS.
- Support Payroll process for national staff, as required.

Performance Management

- Coordinate timely performance appraisals and maintain an updated PME database for all staff in coordination with the HR & Admin Manager.
- Ensure that performance evaluations for all staff are conducted on time and review all evaluations to ensure quality and consistency.
- Collate training needs from the PME and ensure that they are captured in the Annual Learning and development plan.

Health Insurance Management

- Coordinate the national staff health insurance scheme ensuring timely and accurate reports from the service provider.
- Ensure all staff and eligible dependents are registered on to the medical insurance scheme, monitor staff medical coverage and ensure that the scheme is functioning well.
- Liaise with the health service provider to resolve any issues with the services.
- Follow up on all medical insurance matters for staff including adding and deleting staff to/from the employer's liability and the medical and hospitalization insurance policy schemes as well as follow up on payments and claims.

Staff Welfare/Well being

- Ensure staff tea and water is available at the office all time.
- Together with the HR/Admin Manager, follow-up on staff medical cards, IDs and CUG
- Support the staff in tracking staff leave.
- Prepare invoices and payment request vouchers for all utilities (electricity bills, water bills etc.)
- Assist the HR department in organizing staff training sessions, workshops, and activities.
- Receive all guests to the Office and make necessary arrangements for visitors in liaison with the HR & Admin Manager
- Ensure Guest house is cleaned on a regular basis.
- With guidance from the HR and Admin Manager, implements team building activities in Kiryandongo Field offices on a regular basis (ideally quarterly).
- Maintain hygiene practices in IRC field bases, offices, residences, and vehicles are being respected and medical kits (first aid kits) are present and stocked.
- Provide advice to staff about how to access health care in case of illness.
- Offer confidential support to staff members in psychosocial distress and direct them towards IRC psychological counseling service.
- Communicate daily with IRC designated health care provider to review any cases of life-threatening illness among staff and troubleshoot any specific staff health issues that cannot be resolved by the care provider.
- Maintain proper records for all correspondences.

Administrative and Office Consumables Inventory Management



- Ensure office supplies are available at any time.
- Manage the office stationery ensuring availability of supplies for daily use.
- Prepare timely purchase requests for Operation department and ensure approval and follow-up.

Staff Administration & Filling

- Maintains updated staff files on a real-time basis. Opening staff files as per IRC filling system and continuing filling.
- Maintains an updated HR database such as (staff list, leave tracking, contract tracking, etc.) and shares regularly with the HR & Admin Manager.
- Maintain and update the timesheet tracking system for national staff and file all timesheets appropriately.
- Maintain proper records for all correspondences.

Exit Management

- Work closely with supervisors to ensure exit interviews are offered to all staff and data is captured in the online exit survey to ensure a learning and reflective culture in the country program.
- Ensure that staff are removed from the Health Insurance scheme and GPA schemes accordingly.
- Develop and maintain reports to update and finalize terminal benefits.
- Perform other duties as needed or requested by the HR /Admin Manager.

Reporting

- Compiles the monthly HR metrics information and share with the HR and Admin Manager for final compilation.
- Prepared monthly staff leave accrual for HR Managers reviews.
- Prepares and shares information on payment of suppliers, service providers (lessors, hotels).
- Prepares and shares with HR & Admin Manager the accommodation tracking sheet.
- Prepares weekly activity reports including those done by the compound supervisor and shares with the HR & Admin Manager to feed in the weekly report.

Employer: International Rescue Committee

Position: HR & Admin Officer

Location: Kiryandongo

Duration: March 2020 to June 2021

Duties & Responsibilities:

Recruitment and On-boarding

- Initiate and coordinate all the recruitment requests and follow through on hiring procedures in line with the policy.
- Prepare and post all job advertisements for all vacant positions in appropriate channels and ensure wide and appropriate distribution, this includes e-filing of application and sending out HR communications.
- Maintain a recruitment resource database (CVs).
- Maintain an organized recruitment resource database and bi-weekly update the recruitment status report and send it to all managers on a weekly basis.
- Organize interviews and follow through on hiring procedures in line with the IRC policy.
- Liaise with hiring managers and HR/Admin staff to ensure new staff are oriented upon hire. Includes providing pre-assignment information, orienting employees to the IRC Way in the office
- Support the HR and Admin Manager during new staff on boarding and ensures all the paper works are correctly done and share with the responsible staff in Kampala.

Contract Management

- Preparing and track offer letters and employment contracts.
- Prepare COS (Change of Status) forms as required and draft /track Staff Contracts, termination forms/notifications.
- Ensure internal equity is maintained for staff compensation and benefits and advice programs leads accordingly.
- Ensure staff understand their benefits package and lead an effective administration of the benefits.
- Maintain accurate and up to date personnel records of all employees including orderly archiving.
- Ensure the IRC way violations are captured, reported, and followed through on a monthly basis.

HRIS Support

- Support the management of IRC Uganda's HRIS system and ensuring that it is accurate and maintained up to date.
- Support the maintenance of all talent acquisition and management processes in Cornerstone and the HRIS as assigned, to ensure 100% data integrity.
- Act as a point of contact for all Cornerstone enquiries
- Capacity building employees, management, and HR Focal points in use of Cornerstone and the HRIS.



- Support Payroll process for national staff, as required.

Performance Management

- Coordinate timely performance appraisals and maintain an updated PME database for all staff in coordination with the HR & Admin Manager.
- Ensure that performance evaluations for all staff are conducted on time and review all evaluations to ensure quality and consistency.
- Collate training needs from the PME and ensure that they are captured in the Annual Learning and development plan.

Health Insurance Management

- Coordinate the national staff health insurance scheme ensuring timely and accurate reports from the service provider.
- Ensure all staff and eligible dependents are registered on to the medical insurance scheme, monitor staff medical coverage and ensure that the scheme is functioning well.
- Liaise with the health service provider to resolve any issues with the services.
- Follow up on all medical insurance matters for staff including adding and deleting staff to/from the employer's liability and the medical and hospitalization insurance policy schemes as well as follow up on payments and claims.

Staff Welfare/Well being

- Ensure staff tea and water are available at the office at all time.
- Together with the HR/Admin Manager, follow-up on staff medical cards, IDs and CUG
- Support the staff in tracking staff leave.
- Prepare invoices and payment request vouchers for all utilities (electricity bills, water bills etc.)
- Assist the HR department in organizing staff training sessions, workshops, and activities.
- Receive all guests to the Office and make necessary arrangements for visitors in liaison with the HR & Admin Manager
- Ensure Guest house is cleaned on a regular basis.
- With guidance from the HR and Admin Manager, implements team building activities in Kiryandongo Field offices on a regular basis (ideally quarterly).
- Maintain hygiene practices in IRC field bases, offices, residences, and vehicles are being respected and medical kits (first aid kits) are present and stocked.
- Provide advice to staff about how to access health care in case of illness.
- Offer confidential support to staff members in psychosocial distress and direct them towards IRC psychological counseling service.
- Communicate daily with IRC designated health care provider to review any cases of life-threatening illness among staff and troubleshoot any specific staff health issues that cannot be resolved by the care provider.
- Maintain proper records for all correspondences.

Administrative and Office Consumables Inventory Management

- Ensure office supplies are available at any time.
- Manage the office stationery ensuring availability of supplies for daily use.
- Prepare timely purchase requests for Operation department and ensure approval and follow-up.

Staff Administration & Filling

- Maintains updated staff files on a real-time basis. Opening staff files as per IRC filling system and continuing filling.
- Maintains an updated HR database such as (staff list, leave tracking, contract tracking, etc.) and shares regularly with the HR & Admin Manager.
- Maintain and update the timesheet tracking system for national staff and file all timesheets appropriately.
- Maintain proper records for all correspondences.

Exit Management

- Work closely with supervisors to ensure exit interviews are offered to all staff and data is captured in the online exit survey to ensure a learning and reflective culture in the country program.
- Ensure that staff are removed from the Health Insurance scheme and GPA schemes accordingly.
- Develop and maintain reports to update and finalize terminal benefits.
- Perform other duties as needed or requested by the HR /Admin Manager.

Reporting

- Compiles the monthly HR metrics information and share with the HR and Admin Manager for final compilation.
- Prepared monthly staff leave accrual for HR Managers reviews.
- Prepares and shares information on payment of suppliers, service providers (lessors, hotels).
- Prepares and shares with HR & Admin Manager the accommodation tracking sheet.



- Prepares weekly activity reports including those done by the compound supervisor and shares with the HR & Admin Manager to feed in the weekly report.

Employer: International Rescue Committee

Position: HR Officer

Location: Kampala

Duration: July 2019 - February 2020

Duties & Responsibilities:

- Support in long listing and shortlisting of applications.
- Monitor progress of the recruitment process and update the recruitment tracker accordingly.
- Conduct written assessments for the shortlisted candidates.
- Oversee scheduling of interviews with applicants and appropriate staff (hiring managers and other panel members) and provide HR support on interview panels.
- Collate information for interview reports and grids for hiring managers and draft interview reports.
- Conduct ATC and reference checks for suitable candidates.
- Draft offer letters and contracts of employment.
- Ensuring email addresses are created for new staff.
- Ensure that data for all new staff in the Employee Directory and the directory is continuously updated.
- On boarding support and training - draft induction programs and new staff training with support from the line manager.
- Create personal files and ensure the new staff information is recorded and filed properly.

Employer: Profarma (U) Ltd

Position: HR & Admin Assistant

Location: Kampala

Duration: January 2019 - June 2019

Duties & Responsibilities:

Recruitment

- Assist generally in the human resource activities for the national employees (job adverts, interviews, contracts, and personnel files)
- Maintain a recruitment resource database (CVs).

Staff Contracts

- Draft and track of Staff Contracts with the support of HR Officer.
- Prepare the staff list monthly in liaison with the HR Officer.

Medical Insurance and GPA

- Assist the HR/Admin Officer in preparing vouchers for insurance premiums and reimbursement claims.
- Assist the HR/Admin Officer in compiling the staff medical scheme and Group Personal Accident Insurance and tracking the medical contracts.
- Submit medical forms to the insurance providers and provide feedback to the staff.

Staff Leave

- Maintain employee's database for employee leave, employee performance evaluation and staff training tracking sheets.

Exit Management

- Prepare exit evaluation grid, collate results, and provide copies to relevant managers in liaison with the HR & Admin Officer.

Reporting

- Prepare monthly HR reports.
- Maintain the leavers and departure trackers monthly.

Timesheets

- Review staff timesheets before submitting to the Administration & HR Officer monthly.

Employer: Norwegian Refugee Council

Position: HR & Admin Assistant

Location: Arua

Duration: July 2018 - December 2018

Duties & Responsibilities:



- Provision of support to all staff on the NRC HR policies and procedures to ensure staff are aware and adhere to them.
- Responsible for the orientation of new staff and help in setting up a conducive working environment for all.
- Offer technical support to staff on Performance Management Process to ensure PMA are done timely.
- Support staff in leave planning and follow to ensure leave is taken and maintaining proper leave records.
- Inform HRO of staff that have separated from the organization (especially Incentive staff).
- Ensure order and cleanliness of the office.
- Create and maintain a proper filing system.
- Ensure that utility bills (e.g., electricity, water, internet, & phone) are paid on time.
- Provide support in the recruitment process.
- Ensure tenancy agreements are up-to-date, and rent is paid on time.
- Ensure adequate supplies.
- Keep an updated staff list for all staff in the location and inform HRO of staff who have left.
- Coordinate with Yumbe office to ensure all new staff have ID cards.
- Maintain the diary of events and visitors.
- Assist in any administrative matters: filing, updating phone lists, keeping adequate supplies for office consumables.

Employer: Afroplast Enterprises Ltd

Position: HR Officer

Location: Kampala

Duration: May 2015 - June 2018

Duties & Responsibilities:

- Assist with the recruitment of personnel, by preparing job descriptions, advertising the position, reference checking shortlisted candidates and participating on the interview panel.
- Preparation of job offer letters, employment contracts, work permit applications and relocation activities.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations.
- Work with senior management to craft consistent, equitable and competitive compensation and incentives.
- Administer the company payroll, ensuring rates of pay are fair and equitable and that employee wages are accurately computed as required. Check time and attendance records and issues pay slips to employees.
- Collect data and maintain records of relevant performance indicators such as sick leave and absentee records.
- Introduce, implement, and manage human resources policies and procedures designed to promote labor efficiencies and a strong work ethic. Ensure that policies comply with all applicable statutory requirements.
- Employee orientation, development, and training logistics and recordkeeping.
- Attend employee grievances and solve where possible. Escalate grievances of a serious nature to the CEO where appropriate.
- Investigate and record statements in respect of breaches of the company disciplinary code. Convene disciplinary hearings and adjudicates to ensure partiality of proceedings.
- Employee safety, welfare, wellness, and health reporting.
- Maintaining employee files and the HR filing system.
- Conduct exit interviews for the employees who are leaving the organization on their own and update management with such records.
- Ensure all duties of a departing employee are formally assigned to and acknowledged by a different employee to allow continuous smooth flow of activities.
- Performs such other related duties as may be assigned by the supervisors from time to time.

Employer: N+B Global Logistics

Position: HR Officer

Location: Kampala

Duration: January 2012 - April 2015

Duties & Responsibilities:

- Coordination of the company manpower plan
- Coordination of the recruitment process includes obtaining authority to recruit.
- Support the staff on-boarding process.



- Preparation and submission of the monthly payroll entries for all staff to Finance.
- Ensure legal compliance by monitoring and implementing applicable labor laws.
- Coordination of performance management processes
- Administration of the company communication process
- Responsible for health and safety matters
- Administration of company medical benefits schemes and insurance schemes in conjunction with Finance.
- Coordination of training and development
- Managing subcontractors' contracts and staff (catering, security, and cleaning) and responsibility for maintenance of facilities.
- Human Resource budget
- Pay Management
- Staff Records
- Team Building
- Other duties/responsibilities may be assigned from time to time.

ADDITIONAL SKILLS, COMPETENCIES & ABILITIES:

- Payroll Management
- Grievance & problem-solving skills
- Leave management skills
- Human Resource Management skills
- Highly flexible and with quick adaptability to environment change
- Human Resources budget planning skills

ACHIEVEMENTS:

- I have supported the IRC as the HR focal person in successful takeover of Arua & Kiryandongo field sites.
- I successfully supported the deployment of the new system (integra) as a super user for the country program.
- I have supported the training of all HR leads on the human resource management information system for the entire country program.
- I have successfully managed the country payroll program.

HOBBIES:

- Listening to the Quran
- Watching documentaries
- Watching/ playing football
- Travel & Adventure

REFEREES

1. Mr. Tumwebaze Hanning
Deputy HR Coordinator
International Rescue Committee (IRC)
Kampala Head Office
Mob: +256785565320
Email: hanning.tumwebaze@rescue.org or hanningt@gmail.com
2. Mr. Hassan Wamaani
Operations Director
World Alliance for Lung & Intensive Care medicine in Uganda (WALIMU)
Kampala
Mob: +256770754545
Email: hassanwamaani@gmail.com
3. Mr. Ndyanabo Thomas
Field Coordinator
International Rescue Committee (IRC)
Lamwo Field Office
Mob: +256782557111
Email: thomas.ndyanabo@rescue.org
4. Ms. Birungi Sarah



Human Resources Officer
United High Commissioner for Refugees (UNHCR)
Kampala
Mob: +256772701011
Email: sahbirungi@gmail.com

I **Bukenya Umar**, to the best of my knowledge and belief declare that the information given above is accurate & correct.

Sign:

