



JOB REFERENCE: UNMC-2025-CHRAO-04-01

JOB TITLE: CHIEF HUMAN RESOURCE AND ADMINISTRATION OFFICER

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

REPORTS TO: CHIEF EXECUTIVE OFFICER

SUPERVISES: HUMAN RESOURCE MANAGER, ADMINISTRATION MANAGER, AND RELEVANT SUPPORT TEAMS

JOB PURPOSE:

The purpose of this position is to lead, develop, and implement transformative human resource and administration strategies that enable the organization to attract, develop, retain, and manage high-performing talent, while ensuring an efficient and compliant administrative function aligned to institutional goals.

2.0 Roles and Responsibilities:

1. Design and implement an HR strategy aligned to a greenfield, innovation-driven institution that aligns with the organization's vision, mission, and strategic objectives.
2. Develop and implement policies, procedures, and internal controls related to HR and administration, and ensures periodic audits and compliance reports.
3. Develop and review Human Resources policies and procedures in the Company and conduct HR surveys and policy benchmarks with comparator companies and organizations to support the Company's Human Resources Strategic Objectives.
4. Lead in the development and implementation of strategies to provide administrative and logistical services to support the smooth running of all Company business operations, including but not limited to the administrative systems, policies and procedures and tracking/reporting on all construction projects.
5. Oversee office administration, fleet, registry, and asset management. Further, ensure administrative policies and procedures support operational efficiency and lead emergency preparedness and business continuity planning for facilities.

6. Lead the review and monitoring of policies and systems relating to the management of the Company's land and properties to ensure adequate performance.
7. Maintain knowledge of trends, best practices, industry changes, and new technologies in Human Resources, talent management, reward management, employment laws and apply this to communicate changes in policy and practices
8. Champion the use of cutting-edge technology in managing HR and administrative processes, and oversee the implementation and continuous improvement of HRIS and document management systems.
9. Institutionalize a performance management culture grounded in accountability, continuous feedback, and learning. Further, champion the development of a cohesive, inclusive, and values-driven workplace culture, and manage employee engagement, including climate surveys and related action plans.
10. Drive the preparation of Human Resources Data Analytics and their reporting to the Board, Management, and all Staff, along with other Human Resource related matters.
11. Ensure appropriate maintenance and management of the Company's corporate records (non-mining data), information, and registries.
12. Draw up annual work plans for the Human Resources and Administration Sections and ensure their effective implementation.
13. Lead the process of Human Resources Budgeting and Manpower Planning
14. Develop and implement an Annual Training Plan in line with the Strategic and Annual Work Plans.
15. Undertake any other assignments as may be directed from time to time.

3.0 Persons Specifications

3.1 Qualifications

1. Bachelor's Degree (Hons) in Human Resource Management, Social Work and Social Administration, or Business Administration (Human Resource Management) or Public Administration and Management, or industrial and Organizational Psychology or any other Human resource related qualification
2. Master's degree in Human Resource Management, Organizational Development, Organizational Psychology, Business Administration (Management option) or any other HR related qualification
3. A professional HR certification (e.g., CIPD, SHRM, CHRP) is required.



3.2 Experience

1. Candidates must have at least 12 years of progressive HR experience, including a minimum of 5 years at a senior leadership level.
2. Demonstrable experience in setting up or transforming HR functions in new or rapidly growing organizations and managing complex, and rapidly evolving organisational contexts
3. Exposure to public-private models, contract-based workforces, or cross-border operations is an added advantage

4.0 Skills and Competencies

1. Leadership Skills
2. Decision-making Skills
3. Stakeholder Management and Engagement Skills
4. Interpersonal Skills
5. Excellent planning skills,
6. Presentation Skills
7. Ability to work in a busy environment.
8. Report Writing Skills
9. Results Oriented
10. Analytical and Problem-Solving Skills
11. Negotiation Skills
12. Proficient with Microsoft Office Suite or related software
13. People Management Skills
14. Thorough knowledge of employment-related laws and regulations.

5.0 Mode of Application:

Applicant should visit the UNMC website at www.unmc.co.ug or the Ministry of Energy and Mineral Development website: www.memd.go.ug to view the detailed job description, select and apply for the job of choice and submit application through the online application system <https://tinyurl.com/UNMCJobs> **not later than Friday 30th May 2025 at 17:00pm.**

Only applications received online will be accepted.

Applicants are required to attach **CERTIFIED** copies of the required academic documents. **(Note that the academic documents should be certified by the awarding**



local institutions while awards by foreign institutions should be certified by the foreign institution or a duly authorized Certification body of that country)

All applicants must attach soft copies of signed motivation letter, CV and academic transcripts and certificates in Ms Word and PDF formats only.

Applications without Certified academic documents will not be considered.

UNMC offers a highly dynamic work environment and provides competitive and attractive benefits.

Only shortlisted and successful candidates will be contacted, and any form of lobbying will lead to automatic disqualification.

