

Reporting to the Director Human Resource and Admin the purpose of this role is to support the delivery of effective HR Operational service to MSUG staff through the provision of timely operational support in all the key HR functions.

The HRBP is required to demonstrate MSU's core values of:

1. **Client Centered:** dedicated to our clients and work tirelessly to deliver high quality, high impact services that meet clients' individual requirements.
2. **Courageous:** Have the courage to push boundaries, make tough decisions and challenge others in line with our mission.
3. **Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice, not chance.
4. **Accountable:** Ownership of our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Job Title:	Location:	Reporting to:	Probationary Period:
HR Business Partner	Kampala, Uganda	Director HR &Admin	6 months

Marie Stopes UG is an NGO registered in Uganda. We are affiliated to Marie Stopes International. Together we deliver quality sexual and reproductive health care and family planning to millions of the world's poorest and most vulnerable men and women. We want to make sure that women have a choice when it comes to having children. The primary responsibility of this role is to further our Goal: THE PREVENTION OF UNWANTED BIRTHS and its mission of ensuring the individual's right to: CHILDREN BY CHOICE NOT CHANCE

## Key Responsibilities

This role has key areas of responsibility as detailed :

1. **Employee Engagement & Welfare**
2. **Contracts & Performance Management.**
3. **Locum Management**
4. **Employee Recruitment.**
5. **Insurance Recruitment.**
6. **Payroll Management**

<b>Employee Welfare.</b>	Leave Management. Timely submission and upload of Time sheets	<ul style="list-style-type: none"> <li>• Leave schedule from line managers</li> <li>• Monthly leave reports</li> <li>• Leave Tracker.</li> <li>• Reminder to managers about time sheet completion</li> <li>• Time sheet Tracker</li> <li>• Monthly timesheet report</li> <li>• Update of HR reports</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Interview Reports.</li> <li>• MSI Checks</li> <li>• Uploading and updating staff data in the system</li> <li>• Job Adverts</li> <li>• Reviewing JD's</li> <li>• Review Guides</li> <li>• Conduct interviews, Induction, KAYA</li> </ul>	<ul style="list-style-type: none"> <li>• Interview reports.</li> <li>• Due diligence reports.</li> <li>• Induction reports.</li> <li>• KAYA reports.</li> </ul>
<b>Engagement Plan.</b>	<ul style="list-style-type: none"> <li>• Involve staff when coming up with engagement ideas.</li> <li>• Staff Wellness Program (physical and mental wellbeing initiatives)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff feedback report about the welfare initiatives implemented</li> </ul>
<b>Locums</b>	<ul style="list-style-type: none"> <li>• Locums Payments and contracting. Ensure Timely payment of Locums – Gaps to be identified Track Locum Costs.</li> <li>• Ensure all locums due for payment have valid contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate monthly locum payroll</li> <li>• Accurate locum data base</li> </ul>
<b>Insurance management</b>	<ul style="list-style-type: none"> <li>• Track and manage contracts for the different staff insurance cover and their related benefits</li> <li>Organise refreshers</li> </ul>	<ul style="list-style-type: none"> <li>• Updated policies</li> <li>• Timely submission of claims</li> </ul>
<b>Staff Contracts &amp; Performance Management</b>	<ul style="list-style-type: none"> <li>• Updating staff changes in dynamics: new (joiners, promotions, transfers, secondments)</li> <li>• Draft contracts and spot checks and file audits to ensure a</li> <li>• Performance management (support line managers tracking performance)</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate Records</li> <li>• Performance management reports, PDP reports, training calendar, PIP reports</li> <li>• Updated and accurate records in the Dynamics</li> </ul>
<b>Payroll Management</b>	<ul style="list-style-type: none"> <li>• Capture Contract revisions.</li> <li>• Capture Transfers.</li> <li>• Capture Promotions.</li> <li>• Entitlements of gratuity.</li> <li>• Follow up on Exits – exit packs and clearances.</li> <li>• Capture SACCO members and follow up on savings</li> </ul>	<ul style="list-style-type: none"> <li>• Alignment of salaries with Salary Structure.</li> <li>• Timely review of payroll and submission to finance for payment</li> <li>• Analysis of salary survey results</li> <li>• Gratuity computations</li> </ul>

**Perform other duties as need arises.**

## Qualifications, Experience, skills and attitudes:

Relevant degree in Humanities with a bias in Human Resource  
 Post Graduate diploma in Human Resource Management is an added advantage

At least 2 years of progressive experience in Human Resource Management  
 Excellent written and oral English communication skills

Demonstrated experience in HR support in a busy organization with staff based in multiple locations  
Basic understanding of National legal requirements relating to HR, including labour laws and administrative law.  
Knowledge of or ability to learn and adapt to organizational policies, systems and procedures  
High proficiency of data analysis and arithmetic computations  
Ability to work with little or no supervision  
Sense of fairness and equity in handling HR issues  
Absolute discretion and a high sense of confidentiality  
A team player with good interpersonal and communication skills.

## Attitude / Motivation:

Successful performance at MSU is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others. We encourage and expect all team members to demonstrate the following behaviours:

- **Initiative**  
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**  
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**  
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.
- **Responsive:** Being responsive to changing priorities and demands
- **Working Efficiently**  
Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- **Sharing Information**  
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**  
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further
- **Commitment**  
Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements
- **Driven:** Drive and determination to deliver results
- **Accountable**  
Taking responsibility for appropriate decisions that you make, and the actions and behaviour you demonstrate
- **Embracing Change**  
Openness to embracing change within the organisation and being able to adjust plans/activities accordingly
- **Motivate:** Motivation towards achieving quality results to maximise potential
- **Team Player**  
Working as part of a team by being supportive, flexible and showing respect for each other.

