

# **DIRECTORATE OF HUMAN RESOURCE AND ADMINISTRATION**

1. **Job Title:** Director Human Resource and Administration  
*Responsible to:* Executive Director  
*Responsible for:* Manager Human Resource  
Manager Administration  
Senior Information Officer  
Senior Legal Officer

2. **Salary Scale:** **EB 2**

3. **Purpose of the Job:**

To head the Directorate of Human Resource and Administration and as such, provide Strategic and professional leadership and guidance in the planning, development and management of the UNEB Human Resources and support services in accordance with the relevant policies, laws and regulations.

4. **Main Duties and Responsibilities:**

- Providing leadership in the supervision, formulation and review of Human Resource and administrative policies, procedures and regulations for the Board;
- Providing professional advice and guidance on matters of human resource and administrative policies and standards for the Board in order to ensure that the Board fulfills its mandate;
- Ensuring compliance with the national labor laws and UNEB HR regulations
- Coordinating of workforce planning, recruitment, deployment, confirmation, promotion and disciplinary cases of all staff.
- Initiating the development and maintenance of appropriate employee performance management systems for the Board.
- Overseeing and guiding training, staff development and career progression initiatives.
- Ensuring proper management of employee relations, discipline and grievance handling.
- Coordinating the management of the Payroll, employee compensations, benefits, gratuities, pensions and rewards;
- Promoting staff welfare, occupational health and safety programs
- Overseeing provision of administrative support services such as office management, transport, fleet management, security and facilities management.
- Ensuring proper records and registry systems in line with government standards.
- Offering secretarial support services to the Human Resources Committee of the Board.

- Overseeing the legal advisory support services to the Board to ensure legal compliance by the Board and protection in the course of executing its mandate;
- Supervising and supporting the activities of the Resource Centre to ensure maximum user utility.
- Overseeing the preparation and monitoring of annual work plans and budgets for the Directorate in line with Board strategic objectives;
- Developing models of best practice with regard to the efficiency and effectiveness of the HR and administrative functions of the Board;
- Promoting work and professional ethics by nurturing the highest standards of employee behavior (professional and work ethics) to promote a good public image of the Board.
- Supervising and coordinating performance appraisal of the staff in the Directorate and the entire Board and recommending appropriate action.
- Developing performance indicators for the HR and administrative functions
- Producing quarterly and annual performance reports of the Directorate as part of the Board's annual report.

#### **5. Key Performance Indicators (KPIs):**

- Human Resources and administrative manuals developed and reviewed in line with best practice and implemented.
- Staff regulations and Terms and Conditions of service properly interpreted and implemented.
- Staff performance regularly appraised in line with best practice
- Units work plans effectively coordinated and implemented.
- Units are adequately facilitated and agreed performance targets achieved.
- Work environment is good and employee motivation is high.
- Timely staff recruitments and management.
- Administrative support rendered to all units as appropriate and expedient.
- Directorate budget prepared and performance reports produced
- Compliance with the law in all activities undertaken is facilitated.

#### **6. Key Decision Making:**

- Strategic objectives aligned to the Board strategic plan.
- Directorate work plan, work standards.
- Directorate budget allocations.
- Policies, regulations and procedures for initiation or review.
- Interpretation of HR and administrative policies and regulations.
- Determination of priorities for the Directorate.
- Staff recruitment and performance management plans.
- Allocation of office/work space.
- Administrative support decisions

## 7. Person specification:

### (i) *Academic/Professional Qualifications*

- Hons Bachelor's degree in Human Resource management or Social Sciences or Arts or Management Sciences or Administration or Education or Business Administration (Human Resource or Management option) or Social Work and Social Administration(SWASA) or Development Studies or Organizational/Industrial Psychology.
- Master's Degree in Human Resource management or Business Administration (Human Resource Management option) or Public Administration and Management or Management and Organizational Development or Organizational /Industrial Psychology.
- Membership with a recognized Human Resource professional body or Association is an added advantage.

### (ii) *Work Experience*

A minimum of **fifteen (15)** years of relevant/related work experience in Human Resource Management, at **least three (3)** of which should have been at the level of a Manager in a Government Body or a reputable Organization.

### (iii) *Skills/Competencies/Personal Attributes*

- Proven leadership abilities
- Prudent decision making
- High interpersonal and communication skills
- Basic financial management abilities
- Word processing, spreadsheets and database applications
- Excellent working knowledge of policy formulation.
- High degree of confidentiality and integrity

### (iv) *Age Limit*

Not more than 55 years old

## 8. Terms of Service:

Contractual Terms of five (5) years, renewable upon satisfactory performance following appraisal and mutual agreement.