



## Smart Applications International Limited

Smart Applications International is a leading ICT solutions provider delivering a wide range of world-class technological solutions.

Fondly known as Smart within the industry, the company was founded to provide innovative, secure, and high-tech solutions in Africa and beyond. Staying ahead through constant research and innovation.

We are looking for a knowledgeable, dynamic, and self-motivated individual to join our HR team.

### **VACANCY: HUMAN RESOURCE MANAGER**

**Reports to:** HR Director

**Based at:** Kampala, Uganda

#### **Job purpose:**

The HR Manager is responsible for the smooth running of the HR function in partnership with other business units. The role involves staffing, compensation & benefits, training & development, performance management, policies, budgets, employee engagement and relations. They will be expected to take a leadership role in promoting a culture that enables employees to perform in accordance with corporate objectives.

#### **Key responsibilities and accountabilities:**

1. Oversee the implementation of the human resource strategy and related initiatives that support organizational strategic goals in collaboration with the HR Head Quarters.
2. Provide support to the leadership team in developing the skills and capabilities of staff in various roles and functions through implementation of training interventions, coaching and mentoring programs aligned towards achieving the organizations objectives.
3. Oversee end-to-end recruitment, selection and orientation in collaboration with hiring managers to provide adequate staffing.
4. Oversee the end-to-end process of employment contract management, ensuring compliance with legal requirements and company policies.
5. Oversee employee onboarding to ensure a smooth transition for new hires as well as effective integration into the team during the probation period.
6. Manage end-to-end payroll processing, ensuring accurate and timely payroll calculations, deductions, tax compliance and benefits administration.
7. Continuously evaluate and improve HR processes and workflows to enhance efficiency and effectiveness of shared services operations.

8. Lead the performance management process, talent assessment and reward management including managing all activities related to the performance management cycle.
9. Ensures all employees have up-to-date job descriptions and workplans, and are aligned with compensation, performance evaluations, and career progression.
10. Generate and maintain HR reports and dashboards to track key HR metrics, recruitment progress, payroll data, and trends.
11. Maintain accurate and organized employee, payroll, and recruitment files, ensuring documentation is complete and in compliance with legal requirements.
12. Ensuring compliance with the relevant labor laws and advising department managers on legal implications of HR issues related to discipline and employee grievances.
13. Planning and overseeing the HR department budget and effectively control HR costs across the organization.
14. Oversee the Occupational health and safety policy and procedure in the organization.
15. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

### **Qualifications**

- Honors Bachelor's degree in Human Resources Management or Business Administration/Arts with a paper in Human Resource Management/Development
- HR Professional Certification
- Full membership to the Human Resource Management Association of Uganda
- 8+ Years of experience with at least 3 years in a HR leadership role
- Coaching or Mediation or organisational psychology certification is an added advantage.

### **Skills, knowledge, and abilities**

- Effective verbal and listening skills.
- Analytical and problem-solving skills.
- Self-driven individual with intentional attitude and decision-making skills.
- Strong understanding of HR processes, policies, and best practices.
- Proficiency in using Sage 300 and Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent communication skills with the ability to interact effectively with employees at all levels while maintaining confidentiality.
- Detail-oriented and organized, with a strong focus on accuracy and data integrity.
- Excellent report writing skills.
- Ability to learn quickly and work in a fast paced, innovative environment.



Interested candidates who meet the criteria above are encouraged to send their application letter and detailed CV to [cv.ug@smartapplicationsgroup.com](mailto:cv.ug@smartapplicationsgroup.com) by 10<sup>th</sup> January 2024 indicating the position on the Subject Line

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