

<i>Service Description</i>
<b>JOB TITLE:</b>
<b><i>HR Recruitment &amp; Training Administrator– EACOP Uganda</i></b>
<b>POSITION IN THE ORGANISATION</b>
<p><b>Reports to: Head HR</b>            Staff managed (directly supervised): 0            Staff managed (indirectly): 0</p>
<b>MISSIONS / JOB DIMENSIONS</b>
<p>The East African Crude Oil Pipeline (EACOP) Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. The length of the pipeline is 1,443 kilometres (km) of which 296 km will be in Uganda. In Uganda the pipeline will traverse ten (10) Districts, comprising Hoima, Kikuube, Kakumiro, Kyankwanzi, Mubende, Gomba, Sembabule, Lwengo, Rakai and Kyotera.</p> <p>The HR Recruitment &amp; Training Administrator is the person responsible for ensuring the smooth running of EACOP Uganda- talent sourcing, engagement, and development programs. S/He coordinates and supports the implementation of the recruitment process, staff training and performance management functions in the company.</p> <p>The Jobholder reports directly to Head HR and works closely with all other departments</p>
<b>ACTIVITIES</b>
<p><b>Talent sourcing.</b></p> <ul style="list-style-type: none"> <li>• Drive execution of the Talent strategy in line with EACOP- HR business strategy.</li> <li>• Develop and maintain updated job descriptions to facilitate the recruitment and performance management process.</li> <li>• Manage the recruitment process in line with policy.</li> <li>• Implement innovative, creative, and proactive recruitment/sourcing opportunities, to develop high-quality active and passive candidate pipelines.</li> <li>• Effectively build and engage with talent communities through prescribed social media outlets.</li> <li>• Identify and source appropriate internal talent for current and future roles within the organisation.</li> <li>• Ensures that key vacancies are filled within the agreed timeframe.</li> <li>• Responsible for the succession development, planning and implementation</li> <li>• Make use of assessment information to enhance the quality of the selection process.</li> <li>• Provide talent acquisition and assessment process coaching to line managers to improve recruitment and assessment capability.</li> <li>• Ensure talent acquisition and assessment data integrity for successful functional excellence reviews and reporting requirements</li> <li>• Lead the vetting and background check exercises for recommended candidates for appointment</li> <li>• Draft offer letters and employment contracts.</li> <li>• Manage contractor management with the agencies with regards to expectations and performance on current contracts including up-to-date POs</li> <li>• Lead the onboarding processes of all staff including induction, job integration process and related contractual obligations.</li> <li>• Participate in the update and review of Human Resource policies and guidelines</li> </ul> <p><b>Learning and development</b></p> <ul style="list-style-type: none"> <li>• Analyze, and consolidate the Training needs reports from all departments and present them to the immediate supervisor for further administration</li> <li>• Develop and coordinate the implementation of staff training programs</li> <li>• Coordinate the reporting on all learning and development interventions.</li> <li>• Prepare quarterly training reports to assess the effectiveness of the implementation of the training planner.</li> <li>• Coordinate and support the Implement the staff training plan. Identify and create trainers, develop the program, solicit participants, and roll out the training.</li> <li>• Manage the training support service providers to ensure that the meals and hygiene are in proper facilitation of the training.</li> <li>• Scheduling of training, workshops, conferences, and meetings.</li> <li>• Develop a database for trainers and constantly engage the trainers with Training of Trainers (TOTs).</li> <li>• Responsible for the development and monitoring of the Annual Training Budget.</li> </ul>

### Performance management

- Develop and Review the EACOP Performance Management tools, in line with best practices and recommend feasible contemporary PM practices that can add value to PM systems and practices.
- Ensure that all new staff have probationary agreements
- Facilitate and coordinate annual staff performance planning
- Facilitate timely staff performance reviews and preparation of the annual performance review report
- Support the annual performance review process through organizing refresher sessions, sending reminders, receiving, and compiling individual reports
- Maintain updated records for target setting and performance reviews, probations
- Generate draft annual performance report and PM communications like confirmation letters, performance feedback
- Maintain and update records relating to performance management
- Consult and engage stakeholders to agree on PM Monitoring and evaluation schedules.
- Analyze the Consolidated performance evaluation report to draw a management feedback report highlighting recommended areas for policy changes and improvement in the PM Framework.
- Coordinate the implementation of PM recommendations

### HR Administration.

- Participates in the development and review of the company's HR policies and procedures.
- Coordinate exit interviews with leavers to identify reasons for employee termination
- Coordinate and support the implementation of the grievance/ disciplinary procedures
- Carry out any other duties that may be assigned to him/her by the hierarchy

### CONTEXT AND ENVIRONMENT

The job holder works under the management of the EACOP Uganda -HR and Corporate affairs. The position is based at Kampala Headquarters

The job holder is also accountable for demonstrating exemplary behaviour with regard to compliance and HSE rules & requirements and for implementing and controlling HSE rules while executing general services.

### ACCOUNTABILITIES

- To guarantee the safe and efficient operations of the talent sourcing, performance management and training functions

### QUALIFICATIONS AND REQUIRED EXPERIENCE

- Bachelor's degree in Human Resource Management, SWASA, Social Sciences, Organizational Psychology, or related degree
- Minimum 8 years' relevant experience in HR practice covering but not limited to Talent sourcing/ recruitment, performance management, training, and general HR administration in big to medium size companies.
- Knowledge and experience use in HR systems
- Proven ability to work independently, manage significant workload and competing demands whilst meeting deadlines
- Good communication and interpersonal skills, diplomacy.
- Ability to work with a network of correspondents internally as well as externally
- Ability to multitask, work in the context of a heavy workload, variety of tasks to be performed, emergency situations to be solved, multicultural environment.
- Knowledge of Labour laws applicable in Uganda and current HR trends
- Confidentiality and a High level of strong interpersonal skills are required
- Good organization skills and aptitude to work under stress
- Good HSE knowledge and awareness