

## People and Culture Business Partner – (2 positions)

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Human Resources

Job Type: Fixed term, Full-time

### Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

**Position:** People and Culture Business Partner – (2 positions)

**Report to:** People and Culture Manager

**Location:** Northern Region (1) and West Nile (1)

**Purpose of the position:**

Offer support to line managers and team leads in the alignment & operationalization of HR policies, best practices and systems to ensure achievement of World Vision's business objectives while delivering value added services to management and employees in designated clusters/region/division.

### **Key Outputs/Responsibilities.**

#### **Strategic Partner: Develops and implements Human Resource solutions to business problems**

- Contribute to the business strategies of designated clusters/region/division by providing technical support & guidance to Managers and team leaders to identify, prioritize, and build organizational capabilities, behaviors, structures and processes.
- Partner with line managers in forecasting and planning their workforce to ensure continuity in line with cluster/regional/national strategy.
- Develop and regularly adjust P&C strategies and initiatives to respond to specific business needs of the designated Clusters/region/division
- Develop and implement initiatives for identifying and developing next generation of leaders within designated clusters/region/division.
- Analyze trends and metrics in partnership with P&C team to develop solutions, programs and policies.
- Identify and work with partners to develop appropriate P&C solutions aligned to specific needs of the designated cluster/region/division

#### **Operations Management:**

## **1. Measure monitors and coordinates People and organization capabilities**

- Maintain in depth knowledge of legal, National and partnership requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provide HR Policy guidance and interpretation to line management and build the capacity of line management to understand and implement organizational policies and procedures.
- Communicate and facilitate adoption of organizational culture and values by employees
- Coordinate specific projects as determined in the annual P&C operational plan and contribute to functional and cross-functional initiatives.

### **1. Performance Management:**

- Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Coaches Managers on Performance Management.
- Instilling a performance culture among the employees

### **1. Talent Acquisition and Management:**

- Facilitate career and succession plans for the business departments and roles.

- Support line managers identify and develop staff competences to meet business needs.

### **1. Learning and development:**

- Work with Line managers and L&D to identify, develop and report on staff learning and development initiatives in line with the approved training work plan.
- Support line managers in identifying, developing and retaining talent and potential successors within WVU.
- Monitor and report the quality of staff coaching and mentorship sessions

### **1. Spiritual nurture:**

- Monitor that spiritual nurture initiatives are cascaded to all staff to ensure that Christ is kept at the center and staff live out our Christian faith with boldness and humility as it applies to our ministry work

### **Employee engagement and Employee Relations management: Supports creation of solutions to drive employee commitment and contribution.**

- Work with line management to initiate and implement projects towards improving employee engagement as a driver for organization performance.
- Drive Our Voice survey action plans in designated area to improve employee wellbeing and engagement.
- Support line management to manage and resolve complex employee relations issues.

- Works closely with line management and employees to improve work relationships, increase productivity and retention.
- Attend to employee grievances as well as disciplinary issues.

## **Change Management**

- Build capability of employees and managers to respond to and manage organizational changes
- Support line managers to review processes and systems and initiate changes to improve work effectiveness.
- Support managers implement, track and assess ongoing changes. (Change portfolio management).
- Coordinate and guide management on staff transitions during program/project phase outs and ensure all applicable policies and procedures are adhered to.

## **Reporting**

- Prepare and submit of Monthly reports for information and update
- Provide P&C analytics to advice on trends and areas of improvement in the respective programs.
- Conduct periodic visits for P&C related support.
- Advise the P&C Manager on the opportunities for improvement of employee relations.

**Qualifications: Education/Knowledge/Technical Skills and Experience.**

- Degree in Human Resource Management, Social Sciences, Business Management, Organizational Development, Organizational Psychology or other related disciplines. Post graduate qualification in Human Resource Management, is added advantage
- At least 3 and above years generalist and broad HR experience years in a large and fast paced, environment/Organization
- Member of the Human Resource Managers of Uganda Association.
- Knowledge & applicability of Ugandan labour laws and legal requirements
- Substantial business acumen with clear, comprehensive understanding of the link between talent and other HR initiatives and organizational strategy,
- Ability to effectively envision, develop, and implement new strategies to address competitive, complex business issues.
- Ability to collect, synthesize data and develop recommendations that aid management decisions
- Customer service orientation
- Well-developed interpersonal and communication skills
- Good skills in conflict resolution/problem solving, teamwork, crisis management, training facilitation and coaching.
- Fluency in English and any other local, regional or international languages.
- A practicing Christian

- Computer literacy a must.
- The position requires ability and willingness to travel domestically up to 50% of the time.