

## People and Culture Records Assistant

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 Records Assistant

**Report to:** People and Culture Coordinator

**Location:** Kampala - National Office

**Purpose of the position:**

The Records Assistant shall oversee P&C Divisions records from their creation and preservation through to disposal as per the established standards and procedures.

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

#### **Records Management**

- Process, file and organize records according to the established guidelines in both computer and paper filing systems.
- Ensure that all P&C division records are properly labelled for easy access.
- Provide customer service to P&C staff requesting for information while following the organizational guidelines and observing any legal restrictions on information sharing
- Track the movement of files and information through schedules and calendars to ensure no records are lost or misplaced and that they are returned when borrowed
- Assist the division to retrieve documentation especially during various audits.
- Maintain confidentiality of personnel information in accordance with the policy and legislative requirements

#### **Completeness of staff personnel files**

- Coordinate with different stake holders in the P&C Division to ensure that staff files are complete with all relevant documentation including medical insurance documentation

#### **Reporting**

- Regularly prepare and submit reports on the status of records within the division to

guide decision making and action.

### **Networking and Collaboration**

- Develop, build and maintain relationships with people & culture staff as well as staffing from other departments in order to effectively support the records function

### **Records Retention and Disposals**

- Implement records retention and disposal schedules by destroying of records which have reached their retention period.

### **Support other P&C Initiatives**

- Support staff care and wellness activities in partnership with the Compensation and Benefits Officer

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

- Bachelor's degree in Records Management, or Library and Information Science from an internationally recognized institution
- At least one years working experience in HR records management gained from a reputable organization or in a corporate work environment.
- Experience of providing administrative support in a human resource department is critical for this role.
- Experience in specific referencing, cataloguing, indexing, digitization, and collection

management is required.

- Experience of using electronic human resource systems is an added advantage
- Demonstration of well-developed interpersonal skills with high levels of confidentiality
- Excellent written and verbal communication skills.
- Innovative with proven high levels of integrity.
- Excellent analytical and report writing skills.
- Proficiency in relevant computer applications such as Word and Excel.
- Proactive personality, self-driven and strongly motivated.
- Customer Care skills and Planning and Organizational Skills
- Spiritual maturity - ability to articulate and model our Christian identity and mission in an inclusive way.
- Team player.