

## People and Culture (HR) Officer Info.Systems and Int. Staffing

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 (HR) Officer Information Systems and International Staffing

**Report to:** People and Culture Manager

**Location:** Kampala - National Office

**Purpose of the position:**

To manage the World Vision Uganda Human Resource Management Information system 'Workday' and provide HR & Administrative Support to Expatriate staff and their dependents.

**Key Outputs/Responsibilities.****HRIS Administration, Maintenance and Management**

- Timely update of the Our People system by hiring new staff, separating exited staff and implementing staff changes as and when they become due.
- Regularly audit all data in the system from time to time to implement necessary corrections/changes to ensure data accuracy and reliability
- Maintain data security protocols regarding personnel data in line with WV policies and guidelines.
- Act as a Super User and resolve all 'HRIS' related issues. Provide support to all staff on 'HRIS' related issues
- Ensure that all available HRIS modules are fully operational with accurate and complete information for decision making

**P&C System Capacity building**

- Orient all new staff on the utilization of the P&C Information systems and how to navigate around them.
- Train and assist WV Uganda Staff and managers on the use the P&C Systems including the Employee Self-service and the Manager Self-service.

- Train and ensure support on 100% compliance of Monthly LDR Management submissions.

## **Onboarding of Staff on WV Systems**

### **1. Onboarding**

- Raise incident tickets for creation new staff emails to IT and also follow up to ensure staff have active emails.
- Ensure new staff have access to World Vision systems including HR Systems especially self-service, E-Campus, Concur and Provision.
- Submit new staff lists and exits to admin for airline

## **Expatriate and HCI Staff Management**

### **1. Onboarding and Offboarding of expatriate and HCI staff.**

- Work with the NGO Bureau and Immigration Office to obtain visas for Expatriates and their dependents.
- Planning for the arrival of expatriates and informing logistics and administration of their arrival
- Regular communication with all expatriates regarding their subsidies, housing, and other needs to ensure comfortable working conditions
- Work with GC on onboarding HCI Staff

- Ensure successful transition during exit of expatriate and HCI staff.
- Ensure local Orientation for expatriate and HCI staff.

#### 1. Expatriate Payroll Changes

- Raise PAFs about any changes including deductions, additions.
- Reviewing and processing expenses and reimbursements due to Expatriates
- Liaising with the Tax Accountant on behalf of Expatriates to ensure adherence to URA tax regulations.
- Reviewing of the Expatriate Payroll to ensure minimal financial errors.

#### 1. Provide WVI Policy guidance and interpretation to Expatriates to understand and avoid violations of the WVI policies and procedures

- Provide general business partnering support to the expatriates.
- Providing support to expatriates and HCIs when and as required.

### **Reporting and Data Analytics**

Develop a stronger analytics function within P&C that will effectively transform our raw data into meaningful insights that encourage evidence-based decision-making.

- Monthly Reporting, Quarterly and Annual Reporting (Leave Management, Turnover

voluntary and involuntary, Bio data reports and current HR practices

- Utilization of Data with the key partners including the BPs, Managers, RPMs and Division Directors
- Integration of data to feed into the other P&C Functions like Learning and Development, Recruitment, Spiritual Nurture, Performance Management among others.
- Track all measures that matter for P&C Operations and Managers.
- Build Staff Capacity in data analytics to build a culture of data driven performance

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

- Degree in Human Resource Management, Social Sciences, Organizational Development, Organizational Psychology or other related disciplines.
- At least 3 years' experience in human resources preferably managing information systems
- Experience with processing work permits and VISAs for expatriate staff is critical for this role.
- Experience with analyzing data using Power BI Analytics is critical for this role.
- Demonstrated understanding of the human resources field.
- Demonstrated understanding of Uganda labour laws
- Demonstrated experience with policy interpretation and implementation

- Possess cross-cultural sensitivity, knowledge and ability to work with people of diverse backgrounds and cultures.
- Demonstration of well-developed interpersonal skills, Customer Care skills, and Planning and organizational skills.
- Excellent written and verbal communication skills.
- Innovative with proven high levels of integrity and confidentiality.
- Demonstrated computer literacy (MS Office Suite: MS Excel, MS Word, MS PowerPoint and databases) Excellent analytical and report writing skills.
- Proactive personality, self-driven and strongly motivated.
- Spiritual maturity - ability to articulate and model our Christian identity and mission in an inclusive way.
- Team player.