**Subsahara Leaf Uganda Limited**

**JOB OPPORTUNITY**

**Company:**

**Subsahara Leaf Uganda Limited**

**• Ensure insurance policies are updated and appropriate at all times,**

**Position advertised for:**

**liaison with the Insurances for all matters relating to notifications &**

**Human Resources Manager**

**Department:**

**Administration**

**compensations, proposed adjustments or other modifications to policies**

**Employment Status/ Type:**

**Full Time**

**as and when required.**

**Position Reporting to:**

**The General Manager/ Group HR Office**

**• Ensure all administration tasks are taken care of (inclusive of public**

**Location:**

**Arua, Uganda**

relations, welfare related supplies, coordination with the legal experts

**Job Purpose/Summary:**

in cases of litigation, coordination with the security agencies etc)

The HR Manager, having dual reporting line to the General Manager and

considering business requirements.

Group HR is responsible for maintaining and enhancing the company's

• Administer all business needs in various locations and coordinate with

human resources, by planning, implementing, and evaluating employee others to ensure services are provided on time.

relations and HR policies, programmes, and practices to ensure adherence to HR policies / practices and recruiting superior workforce, emphasize

**Qualifications, Abilities, Skills & Experience:**

employee-oriented culture, quality, continuous development, and key

The desired Candidate for the Position should possess the Qualities as

employee retention practices and high performance.

outlined;

The job holder is also responsible for the administration responsibilities of

• Minimum of a Bachelor's degree or equivalent in Human Resource

the entity, to ensure all administration tasks are done and services provided

Management, Business Administration, Public Administration or Socia

to the entity.

Sciences from a recognized Institution.

• At least 5 years of progressive leadership and proven experience i

**Key Job Responsibilities for the Position**:

Human Resources positions in a highly fast paced environment.

• Coordinate/ handle the talent acquisition and oversee the onboarding

• Specialized trainings in employment labour laws, compensation, benefit

process right from job profiling up to selection and deployment.

workforce planning, industrial relations, employee relations, training

•. In charge of handling the operation of the human resource management

development are preferred.

system (HRMS) and to ensure that all employees record such as

• Excellent communication skills (written and spoken), and outstand

attendance, working days set ups, leaves etc are up to date at all times.

interpersonal relationship building, negotiations skills.

• Preparation of the monthly payrolls as per the employment regulations

• Demonstrated ability to serve as a knowledgeable resource to all le

and the company policy.

of management and to give quick solutions as and when required, al to practice and coach organization managers in the practice of a

• To ensure that all the monthly mandatory remittances such as the

level of confidentiality.

National Social Security Fund (NSSF), PAYE contributions are done as per the legal datelines for all the employees.

• Excellent knowledge of computer, internet management & opera

Handle all employee workplace management processes such as welfare,

visa applications, flight reservations etc.

conflict management, grievance handling and disciplinary procedures

• Proven ability to work under intense pressure and with the minimun

amongst others.

of supervision at all times.

Advising management on any updates, and recommendations regarding the human resource policies and procedures, while keeping track of all the labour laws and practices to ensure the compliance of the policies to these laws / practices.

Ensure legal compliance by monitoring and implementing applicable human resource labour law requirements and liaising with various goverment entities on matters such as OSH, environment, workplace

**Application Submission Criteria:**

All Eligible and Qualified Candidates for the position should subn Cover Letters, Copy of CV including day time contacts and co academic credentials addressed to: The Recruitment Team, Sut Leaf Uganda Ltd; Plot 826, Block 3, Ragem Cell, Ayivu East D Arua City, P.O Box 1367, Arua- Uganda.

registrations and other compliances as per the requirements.

Carry out consolidation of performance management process in collaboration with area managers to ensure completion of the processes on time.

The soft copy documents as specified above should be submitte E-mail addresses; **mtc\_hr@fastmail.fm and sylvestre@gtsleaf.c**

Later than Saturday **27\*-September-2025 at 6:00pm**. Note t shortlisted Candidates for the Position will be contacted.

Spearheading and formulation of effective employees training and development initiatives, programs, sensitizations, seminars etc.