



## **EXPRESSION OF INTEREST FOR HUMAN RESOURCES CONSULTANCY SERVICES**

### **Organizational setting**

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for both sustainable agricultural production and natural resources management. ISSD Uganda builds on the impactful outcomes and experiences of the successfully implemented seed projects that focused on; seed sector transformation; capacity building and knowledge transfer; partnerships and sector coordination, as well as supporting fragile communities including refugees.

### **Programme overview**

ISSD Uganda partners with different organisations to directly implement projects and/or offer knowledge transfer consultancy services on a wide range of areas in the field of agriculture. Currently, the largest running project being the CommonGround project, a 4-year (2022-2026) highland restoration and farming systems project in the Western, Southwestern and Eastern highlands of Uganda. CommonGround project is implemented in a collaborative partnership between Wageningen Environmental Research (WENR) as lead partner, and ISSD Uganda, as the local implementing partner.

### **Consultancy Description**

The Human Resources (HR) Consultancy Services is to be provided by an independent organisation or person (herein referred to as 'the HR consultant') with responsibility for oversight of the HR function at ISSD Uganda. The HR Consultant will focus on proper implementation of HR procedures and enforcing compliance with donor regulations as well as ISSD Uganda's internal policies and procedures. The HR function builds the capacity of all team members across all offices and provides support and advice on HR matters. This includes HR support to staff based in Kampala and project locations in Fort Portal, Kabale, and Mbale.

Location: Kampala, Uganda with travels to project sites in Fort Portal, Kabale & Mbale.

Duration: 1 year

### **Reporting and Supervision**

The HR Consultant reports to the Chief of Operations (COO) and works closely with programme & regional managers (Chief of Party, Deputy Chief of Party, Regional Coordinators). The HR Consultant also supports the Admin & HR Officer in Kampala who is responsible for day-to-day HR administration and Administrators at field level who are HR focal points.

## **Main Duties and Responsibilities**

### Recruitment Process Management

- When necessary, develop and coordinate recruitment plans by liaising with hiring managers to ensure all recruitment requests are completed according to the recruiting policies of ISSD Uganda.
- Oversee the recruitment process and ensure its integrity by following all the required steps such as job description development, advertisement, shortlisting, interviews, and reference checks.
- Ensure that hiring of ISSD Uganda personnel adheres to Ugandan labour law or other applicable laws; including due diligence, and security clearance of candidates where applicable before hiring, etc.
- Support the Admin & HR Officer in ensuring a comprehensive onboarding process by providing new recruits with ISSD Uganda Terms & Conditions of Service, ID cards, email, and all relevant documents upon starting their positions.
- Oversee the onboarding process for new staff by liaising with programme staff and management team to ensure an induction programme is delivered successfully.
- Support the onboarding process for expatriate staff and affiliates ensuring that all travel documents and work permits, and related local conditions of employment are processed in a timely manner.

### Quality Management

- Design and implement workforce development strategies and programs (for all categories of staff) that support the achievement of ISSD Uganda strategies on talent acquisition, development, and retention.
- Leverage stakeholder relationships, relevant data sources and contemporary thinking to identify current and emerging thinking about values, capability and performance, and design appropriate solutions that promote organisational health.
- Regular revision of organisation HR policies, Terms & Conditions of Service, and guidance to ISSD staff, in line with Country employment laws and other best practices.
- Occasional delivery of training to staff on their HR responsibilities and adherence to policies.
- Oversee periodic reviews of ISSD Uganda salary scale and participate in regular national salary surveys to ensure that ISSD Uganda salaries and benefits remain market competitive.
- Liaise with program managers to ensure clear organisation structure exist and positions are covered within budgets. Ensure the organogram is updated on regular basis.

### HR Operational support

- Regular contact and support to all programmes and field teams (through Administrators and Regional Coordinators) on HR aspects to ensure that queries are responded to in a timely manner.
- Review job descriptions to ensure updated formats and standardised competencies & values.
- Conduct regular HR Clinics generating feedback to improve processes and systems
- Administration of staff related compensation and benefits like insurance coverage.
- Manage, enforce, monitor and document the staff leave of all ISSD Uganda employees.
- Plan, support and coordinate team building events/activities including planning & making suggestions for such activities and ensuring sufficient budget.

### Performance Management and Monitoring

- Work with line managers & supervisors to develop learning and development plans for individual staff ensuring that relevant opportunities are identified and budgets available.
- Ensure a learning culture within the organisation including conducting/facilitating internal training and capacity building of staff in various areas according to their job requirements.

- Facilitate periodic performance review processes, setting specific timelines and quality benchmarks including for timely execution and with quality results. This involves training and reminding line managers and supervisors on how and when to properly conduct and track the evaluation processes.
- Review existing performance management tools in place and recommend amendments that encompass performance objectives, evaluations, appraisals, and personal development plans for management review and approval.
- Periodically conduct training of staff on managing performance, giving performance feedback and any other areas relevant for effective performance management.
- Work with operations unit and establish/refine a recognition and reward system based on specific parameters and values

### Grievances and Disciplinary Matters

- Promote a safe work environment and create safe spaces for staff to present grievances and any other concerns they may have about their work, colleagues, leaders, and organisation at large.
- Develop an efficient early warning indiscipline detection system through a trusted and confidential staff information gathering system.
- Oversee and support any disciplinary action by advising management team on compliance with ISSD Uganda HR policies, and Uganda Employment Act where necessary. May also seek advice from legal team where necessary in handling disciplinary actions accordingly.
- Advise staff and managers on disciplinary procedures and ensure compliance to all policies and procedures.
- Put in place a mechanism to detect intolerable acts like fraud, conflict of interest
- Ensure offboarding of staff is done as per ISSD Uganda guidelines including completing exit interviews, issuing certificate of service, ensuring complete handover of staff IDs, medical cards, assets and ensuring full clearance from the respective department heads as required.

### **Qualifications & Experience**

- Bachelors degree in Organizational Psychology, Human Resources Management, Business Administration, or any other related field.
- Masters' degree in Organizational Development, Human Resource Management, Business Administration, or any other relevant field is an added advantage.
- Membership to Human Resources Association e.g. Human Resource Managers Association of Uganda (HRMAU) desired.
- At least 5 years' experience working in HR Management in a supervisory role position.
- Strong demonstrable experience of Human Resources planning, recruitment, performance management, design and implementation of progressive HR strategies, systems, policies, procedures, and practices, particularly as they pertain to the NGO sector.
- In depth knowledge of the Ugandan employment labor laws and practices.
- Excellent skills in developing content for and facilitating training and capacity building for staff.
- Experience working with various HR Information Systems, including online applications.
- Experience of working in a multicultural setting with a willingness to ISSD Uganda's project locations.

### **Key Skills & Competencies**

- Demonstrates initiative and effectively manages self and team through a fast-paced environment.
- Excellent English language skills; relevant local language skills will be an added benefit.
- High personal and financial integrity is crucial to the position.
- Adaptability to unanticipated circumstances.
- Analytical thinking and problem solver.
- Excellent communicator and having the ability to lead as well as serve the team.
- Proactive and takes initiative with good decision-making skills.

- Proficiency in Microsoft Word, Excel and PowerPoint packages.
- Commitment to ISSD Uganda's mission, vision, and values.

### **Duration and timeline**

The consultant will be expected to provide HR consultancy services for one year based on a minimum of three days per week on an 8-hour day (8am – 5pm).

### **Requirements**

Interested HR Consultants are requested to submit;

- Curriculum Vitae
- An expression of interest (EOI) highlighting the specific experiences and expertise that qualifies the applicant for the services.

### **Application procedure**

Interested HR Consultant are encouraged to submit full application package justifying their competences, skills and experience to handle the services to [hr@issduganda.org](mailto:hr@issduganda.org) not later than **31<sup>st</sup> of October 2023**.