



EMPLOYMENT OPPORTUNITY

Muteesa I Royal University (MRU) is a private University that was accredited by the National Council for Higher Education (NCHE) in 2007. MRU was granted a Charter by the State President on 11th March 2024. The main Campus is situated at Kirumba-Masaka, with a branch located at Kakeeka-Mengo. The mission of MRU is to provide training, research and technical guidance responsive to national social-economic needs. MRU is seeking to recruit a highly motivated, innovative and committed candidate to fill the position described below:

Job title: Human Resource Officer

Reports to: The Manager, Human Resources

Duty Station: Kakeeka-Mengo

No of vacancies: 01

Role definition: To implement strategies and policies for recruiting and promotion of staff and provide support to MRU management in line with Human Resource policies and procedures.

The key performance areas (KPA):

1. Carry out job profiling and design/modify job descriptions according to the changing needs of the job role.
2. Update and maintain an accurate staffing establishment of all units and identify vacant positions to be filled in line with resource availability and the HR policy.
3. Design advertisements and liaise with the Finance department for eventual placement of adverts in the media
4. Register received applications, screen candidates, and design selection interview instruments in line with the HR policy.
6. Process applications for confirmation, promotions, and resignation from academic staff and table them for action by the Appointments and Governance Committee.
7. Establish staff who are due for retirement and write letters to inform them of their status 6 months before termination.
8. Develop a filing system and assign codes and personal file numbers to all staff files and documents in line with the records management policy.
9. Develop specifications and procedures for electronic systems; tests and implement systems for HR and University-wide use.
10. Design and develop filing systems, business classification schemes and undertake records surveys.

Competences (knowledge and skills):

- Identify vacant positions and seek approval for recruitment.
- Conduct job analysis for all jobs and identify performance requirements
- Advertise jobs both internally and externally
- Receive application forms
- Design shortlisting criteria and shortlist candidates
- Invite applicants for interviews
- Prepare appointment letters on contract basis for all staff
- Mobilise line managers to participate in staff orientation activities
- Recommend academic staff for promotions based on the policy guidelines
- Issue appointment and promotion letters
- Submit copies of appointment and promotion letters to the salary section
- Conduct exit interviews for staff who have resigned and issue resignation approval letters
- Prepare a report for deleting staff that have resigned from the payroll
- Identify and compile a list of staff who are due for retirement
- Inform Finance department to prepare for staff gratuity

Qualification and experience:

The applicant should hold a minimum of a Bachelor's Degree in Human Resource Management or Organizational Psychology. Either a Master's Degree in Human Resource Management, broad working knowledge of the Employment/labour laws or a combination of both will be an added advantage.

- A minimum of two years' experience in Human Resource Management
- High level of integrity
- Possess excellent communication, writing, leadership and interpersonal skills.
- Demonstrated ability to transfer skills and knowledge to others through formal training and technical support
- Computer literacy and presentation skills.
- Proven ability to work independently and as part of a team
- Be confident about gathering facts and statistics
- Respect the importance of confidentiality
- Be able to use databases, spreadsheets, word processing and accounts packages

Applications should be forwarded directly to the Manager, Human Resource, Muteesa I Royal University on the email: hrm@mru.ac.ug. Applications will close on the 12th April 2024.