

JOB VACANCY

People & Culture Manager

The World Wide Fund for Nature (WWF) is an International Non-Governmental Organization that deals with conservation of nature. Our mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

We are looking for a dynamic, enthusiastic and highly qualified **People & Culture Manager** to implement the people component of the WWF Uganda strategic plan; support management and be the focal person to attract, recruit, develop and retain the right talent for delivering the strategy and build program and leadership capacity; implement effective people, organisational and management structures, policies and processes in alignment with WWF guidelines, policies and procedures and Uganda legal standards; and be the lead advisor to the Country Director and his team in matters concerning people related risk management.

Location: Kampala, Uganda

Main Responsibilities:

- Manage recruitment processes in collaboration with hiring managers, ensuring compliance with standards in resourcing, recruiting, orientation/induction, contracting procedures.
- Support the development and implementation of succession plans for WWF Uganda.
- Coordinate talent management efforts in line with WWF's Talent management process.
- Coordinate the annual performance and development Journey process and ensure that all staff are evaluated.
- Develop and oversee the implementation of WWF Uganda training and development plan, manage the leadership and management training programmes.
- Develop and support measures to improve and develop positive organizational culture and employee well being.
- Ensure regular salary reviews are implemented in line with the compensation & benefits guidelines and oversee payroll management.
- Advise management and monitor staff related legal/disciplinary matters in line with the P&C Policies and local labour laws.
- Ensure proper staff welfare management including managing relationships with key partners e.g. labour authorities, statutory agencies and service providers (health insurance, life and personal accident insurance).
- Ensure that all Field Programme locations operate and adhere to the P&C policies and procedures and the local labour laws.
- Ensure and follow-up implementation of audit recommendations on P&C matters.



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- Ensure people & culture needs are provided for on the annual and program budgets and support the fundraising team to look out for resources for people culture and development.
- Maintain employee contracts and ensure compliance with the WWF policies and local labour laws.
- Assist the Country Director in communication with all staff in Uganda Country office and field staff as appropriate on people & culture matters that affect them.
- Manage the entire employee life cycle, induction, contracts management, and separation and P&C policy compliance.
- Provide people & culture management support to the regional hubs/secretariats i.e. ARL, Energy, IGCP and Great Apes in liaison with the Regional Office for Africa (ROA) i.e. embedding of staff, job evaluation, review and alignment of contracts.
- Carrying out regular internal audits on field projects on people & culture issues.
- Performs other duties as requested by the Country Director.

Required Qualifications:

- Masters in Human Resources Management, Organisational Psychology with bachelor's degree in related field such as and not limited to; Business Administration, Laws, Organisational Development, Economics.
- At least 5 years of professional experience in HR in Uganda.
- Membership of a relevant professional body would be a strong asset.
- Proven track record in Human Resources administration and management.
- Knowledge of the institutional, legal and policy framework of employment and HR management in Uganda.
- Experience working with an International NGO is an added advantage.

Required Skills and Competencies

- Proven skills in people management.
- Proven skills in change management.
- Strategic business partnerships.
- Experience in people programmatic policy based approach.
- Demonstrated experience in applying HR management protocols.
- Excellent inter-personal skills and a good understanding of human relationships.
- Good guidance, counselling and negotiation skills at all levels.
- Good abilities to work in a team.
- Experience working in a matrix organization.
- Good knowledge of Ms Office suite.
- Excellent oral and written communications skills in English.
- Adherence to WWF's values, which are: Engaging, Optimistic, Determined and Knowledgeable.
- Exemplification of WWF's key behaviors: Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly.



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How to apply?

Interested candidates should access a detailed Job Description from: panda.org/uganda.

Applications must include cover letter and CV with contact details of three referees and should be addressed to The People & Culture Manager-Africa through recruit-roaydehub@wwfafrica.org clearly indicating the job title in the subject line.

Deadline for applications is **2nd September 2018**. Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted within six (6) weeks after closing, consider your application unsuccessful.

WWF is an equal opportunity employer and committed to having a diverse workforce.