

DIRECTOR OF HUMAN RESOURCES

SCOPE OF RESPONSIBILITIES

The Director of Human Resources is responsible for ensuring that the administration associated with the employment of local and international staff at the International School of Uganda (ISU) is carried out to high standards of professionalism, efficiency, and legal compliance. It is of vital importance that ISU staff are provided with the highest standard of respect and communication.

REPORTS TO: BUSINESS MANAGER

SUPERVISES: HR COORDINATOR AND HR ASSISTANT

PERFORMANCE RESPONSIBILITIES

To ensure best practice in the HR administration of the School

- Keeping up to date with current Ugandan employment legislation and regulations to ensure all staff contracts fully comply with relevant laws and ISU school policies.
- Ensuring changes in legislation which affect employees of ISU are communicated promptly to school leadership.
- Ensure effective communication of any employment changes that effect any ISU staff members.
- Establishing systems and procedures to ensure that all legal paperwork connected with employment at ISU is maintained to a high standard of accuracy and legal compliance
- Liaising with the Organisational Leadership team to ensure that the Faculty Staff Handbook accurately describes the HR procedures of the School and also complies with best practices in human resource management.
- Generating letters of appointment, employment contracts and letters of amendments as authorised by the Head of School or the Business Manager.
- Developing strong relationships with all appropriate Government departments including Immigration, Interpol, NSSF & Ministry of Labour
- Ensuring that immigration requirements are fulfilled for all staff, and their dependants where appropriate; establishing systems to ensure timely submission of new and renewal work permit applications and supporting documentation.
- Ensuring all staff eligible for National Social Security Fund contributions are registered as soon as possible after their appointment.

To ensure the School is provided with appropriate numbers of adequately qualified and competent non-teaching staff through the coordination of recruitment:

- Assisting school leaders in process of identifying vacancies.
- Establishing clear and effective recruitment procedures for advertisements, short-listing, interviewing, and selection of new staff.
- Ensuring background and reference checks procedures are established and followed, assisting in the follow up process as necessary.

To ensure that all eligible staff are provided with the appropriate level of medical insurance:

- Reviewing options for local medical schemes, and consulting with staff and leadership to ensure that the selected scheme meets ISU staff needs.
- Acting as primary ISU contact for local medical insurance schemes and assisting the Business Manager in administration of the international medical scheme.
- Maintaining accurate census record for all medical schemes, including additions and deletions and ensuring that scheme membership is up to date.
- Effectively communicating any changes to the health cover and managing any difficulties that arise.

To ensure that housing of a suitable standard is provided for international staff:

- Identifying suitable rental properties, assist the Business Manager in negotiating rental agreements, reviewing, and renewing rental agreements as required, and ensuring that rent is paid.
- Liaise with the Security Coordinator to make sure that appropriate security is arranged for each house prior to the arrival of staff.
- Establishing standards and procedures to ensuring that all staff housing is property equipped and furnished and ready for occupancy prior to arrival.
- Planning and management of annual 'summer programme' for international staff movements; including creation of schedules, confirmation of financial requirements and effective liaison with business office staff to ensure smooth and efficient delivery of the plan.
- Liaising with the technical supervisor to ensure that staff houses have adequate power back-up systems in place prior to occupancy.
- Carrying out regular inspections of rental properties; noting any problems and reporting them in good time.
- Establish clear hand-over procedures for staff leaving school housing or transferring between houses.

To support leaders in the management of non-teaching staff:

- Ensuring that every member of staff has an outcome-focussed job description that accurately reflects the current work requirements
- Provide support to managers in the case of performance problems or difficulties within their teams.
- Assisting in development and implementation of effective performance management systems for non-teaching staff; providing advice, assistance and support to line managers resolving employee performance issues.
- Ensuring that the non-faculty Staff Handbook is up to date, complies with Uganda employment laws and that the contents reflect best practice in human resources procedure.
- Coordinating the annual leave plan for all non-teaching staff to ensure needs of staff and school are balanced effectively

To ensure that international staff joining or leaving ISU are provided with practical assistance and support that they need by:

- Ensuring that international staff are provided with logistical support that they need in order to take up their employment with the School, and to settle in Kampala, including booking of flights, facilitating the entry visas process, advising on shipping arrangements and responding promptly to queries
- Ensuring the 'Tubaniriiza' Welcome guide is accurate and up to date, and that it is sent to all new staff promptly after contract signing.
- Providing clear and timely information on documentation required for work permit applications and following up to ensure all necessary documentation is received well in advance.
- Providing logistical and practical support to staff leaving Uganda including booking of flights, and assisting with shipping arrangements
- Annually updating the 'Weraba' departure guide and ensuring it is distributed to promptly staff once their departure is confirmed
- Advising and assisting leaving staff to claim their NSSF emigration grants
- Issuing certificates of verification of employment to staff that are ending their employment with the school.
- Leading in the communication and development of policies and guidelines to joining and leaving staff; on immigration, housing, healthcare, and all employment benefits.

Carrying out other duties as requested by the Head of School

RECRUITMENT CRITERIA

Education:

- Master's Degree in Human Resource Management or Business Administration

Job related experience and knowledge:

- Minimum 5 years' experience in managerial HR roles, excellent knowledge of work-related immigration laws and regulations, strong relationship with Ugandan authorities

Essential Skills:

- Excellent communication skills; both verbal, non-verbal and email
- Interpersonal Skills and Empathy
- Organizational Skills
- Integrity
- Confidentiality
- IT Skills
- Problem solving
- Strategic Planning

Date: 26 April 2022