



*Strengthening Africa in World Trade*

SEATINI-Uganda is part of SEATINI a sub-regional NGO, working in Eastern and Southern Africa with its headquarters in Harare (Zimbabwe). SEATINI was founded in 1996 soon after the WTO Singapore Ministerial Conference, after realizing that Africa in particular and Third World countries in general were marginalized in the WTO negotiations and other global processes. Government's capacity to negotiate was limited and the participation of other stakeholders' i.e. private sector, CSOs, MPs was very minimal. The civil society's understanding of the complexities of the international regime was also limited. Civil society was also largely excluded from the trade negotiations and decision-making both at home and in international fora. The private sector was not adequately informed about the challenges of globalization and the effect on them of the multilateral trading regime and thus their narrow participation. The role of the Parliamentarians was on the periphery. These challenges are still prevalent in the region.

Established in 2001, SEATINI -Uganda has become one of the leading NGOs working on issues of trade and development. For the last 16years, SEATINI-Uganda has focused on strengthening the capacity of the different stakeholders especially the government officials, CSOs, media, farmers groups, trade unions, and members of Parliament to participate in and effectively influence trade negotiations and trade related processes at national, regional and international levels for sustainable development and improved livelihoods in Uganda and the East African region.

**Job Title:** Administration and Human Resource Officer

**Reports to:** Country Director

**Remuneration:** Attractive and competitive

**Duty Station:** Kampala

**Job Summary:**

To collaboratively work with the Country Director to provide programme administrative support, ensure the general day today office administration and management of SEATINI- Uganda's Human resources.

**Responsibilities and Tasks:**

**1. Human Resource Management:**

- Implementation of HR activities in line with SEATINI-Uganda's rules, policies, procedures and strategies for proper functioning of the HR management system
  - Continuous analysis of HR strategies and policies, assessing the impact of changes and making recommendations on their implementation
  - Continuous research on matters related to conditions of service, salaries, allowances and other policy matters
  - Development staff employment contracts in consultation with the Country Director and Accountant
  - Mapping and establishment of internal Standard Operating Procedures (SOPs) in HR management, control of the workflows in the HR Unit.
  - Management of recruitment processes including job descriptions, job classification, vacancy announcement, screening of candidates, chairing interview panels, making recommendations on recruitment.
  - Provision of effective counseling to staff on career advancement, development needs, learning possibilities and any other Human resources related challenges.
  - Organization of capacity building sessions for the Staff , especially in relation to the Capacity Needs as indicated in the employee performance appraisals trainings
2. *Administrative roles: To ensure that SEATINI- Uganda's office is well managed including proper use of its assets.*

### **Responsibilities and Tasks:**

- Read; respond to emails sent to SEATINI Uganda's email account
- Receive Institution's telephone calls
- Organise Country Programme Management Board Meetings
- Manage the store
- Maintain functional office equipment and IT systems
- Carry out Institution's bank transactions e.g. withdraw and depositing of cheques, collecting mails and statements, deposit cash, collect cheque books and deliver instructions to the bank
- Carry out procurement of organizational assets as per SEATINI Uganda procurement policy
- Do secretarial work for the Executive Director
- Account for all cash advances permitted to you by the Accounts and Administration Department
- Formulate and update employee files with all the necessary documents

**3. Programme Administration: To ensure that programmes are implemented according to the overall strategic plan and in accordance to the donor signed agreements**

**Responsibilities and Tasks:**

- Coordinate the implementation of organisational programme activities in line with the strategic Plan and organisational Work Plans
- Coordinate the development of the Strategic Plan
- Generate annual and quarterly work plans
- Supervise the implementation of the activities as per the work plans
- Support the staff in fundraising initiatives.
- Participate in meetings/conferences in and outside the country
- Monitor and supervise the implementation of the organisational programme activities as per the work plans
- Generate quarterly, bi-annual and annual reports in line with organization policies and donor requirements and submit them to the Country Director
- Conduct regular departmental and meetings

**Qualification and working experience:**

The applicant must have a Minimum Bachelors Degree in Human Resource; Business Administration, Public Administration or related fields. A Master's Degree is desirable in Humanities, Social Sciences, Development Studies, Gender and Women Studies or Law from a recognized university, a broad knowledge of development issues, especially trade and tax is an added advantage.

3 years' experience in a similar position, preferably in a busy NGO, and skills in project management and proposal writing.

**Other Job related experience and knowledge:**

Must have strong writing skills, including experience in generation of funding proposals, reports, and other informational documents

- Good grasp of trade, fiscal policies and practices and their implications on the local economy and people's livelihoods.
- Demonstrate working experience in Human Resource Management, Administration and programme management with a reputable institution
- Proven ability to successfully work as a team player and build and maintain a positive work environment within the Organisation.
- Thorough knowledge of Labor Laws

**Required Competences:**

Customer Focus

Integrity and trust

Drive for results

Time management

Multi-tasking

Creativity

**HOW TO APPLY**

**Typed applications with curriculum vitae** with names of three referees should be addressed to:

The Country Director,  
Southern and Eastern African Trade Information and Negotiations Institute (SEATINI Uganda)  
P.O.BOX 3138, Kampala

**Note:** Only shortlisted candidates will be contacted

Applications should be sent to the E-mail: [seatinirecruitment@gmail.com](mailto:seatinirecruitment@gmail.com)  
OR hand delivered to SEATINI-Uganda Offices at Plot 806, Block 213, Bukoto-Kisaasi Road,  
Kampala

Dead Line for receiving applications is **20<sup>th</sup> June 2017, 17: 00 Hours**

*SEATINI-Uganda is an equal opportunity Employer*