

EXCITING CAREER OPPORTUNITY



Housing Finance Bank, a Commercial Bank and the leading provider of housing finance solutions with a vision to be the preferred consumer and business Bank with a focus on housing finance, seeks a professional, competent, experienced and dynamic individual to fill the following position.

Job Title: Head Human Resources

Reports to: Managing Director

Job Purpose: To Lead, develop, plan, coordinate & manage the implementation of strategic Human Resource policy objectives, development programmes, Performance Management Systems, initiatives in line with the Bank's Corporate Goals, the HR Business Plan, HR Policies, Regulations and the overall business strategy.

Key Result Areas

1. Develop and implement appropriate Human Resource policies, regulations and procedures as approved by the Board in line with the laws of Uganda i.e. Employment act 2006 and best practices in the critical areas of health & safety, compensation, welfare, discipline and the like.
2. Plan, design and review the annual Human Resource work plan and set standards for the implementation of the bank's strategy and projects. Develop annual budgets for Human Resource function as well as control the expenditure throughout the year.
3. Play a key advisory and business partnership role by engaging Heads of Department on the levels and standards of Human resource service delivery, understand their service expectations, monitor and effectively deliver the expected services.
4. Develop, review and implement an effective communication and performance management system for the Bank in line with the Human Resource policies and regulations, the Bank's corporate objectives, Management and Board decisions. Spearhead the development of departmental Balanced score cards and work plans for each department including HR and amalgamate these departmental cards for organisational performance evaluation on both a bi-annual and annual basis.
5. Oversee the planning, development and implementation of learning and development programmes of the Bank. Ensure that staff are competent, adequately skilled to effectively deliver on their strategic objectives

and key result areas while maximizing staff productivity by developing effective and relevant multi-skilling programmes for staff.

6. Be a top Change champion on any bank-wide change management initiatives in order to ensure overall attainment of the bank's strategic objectives.
7. Develop and manage a talent management programme from which the bank can draw the necessary skills required to propel the bank to success in its goals, initiatives and projects.
8. Preparation and presentation of Management information: Prepare monthly and annual HR reports on Human resource initiatives and activities to both Senior Management Team (SMT) and Board as and when required.
9. To oversee the Bank's staff records management function through effective administration, action planning & implementation of staff records management policy in a manner that will guarantee the security, confidentiality, integrity of staff records and timely accessibility of records to users, long term preservation of records for the corporate memory of the Bank in line with Bank policies.
10. Oversee the management and facilitation of the grievance and disciplinary processes and effectively implement the resulting decisions from those processes.
11. External Stakeholder management: Take lead on negotiations and harmonising relations between staff, unionised bank staff and union representatives to ensure the creation and betterment of a conducive work environment for all in line with the Human resource policy, requirements from the regulator, Bank of Uganda and the Financial Institutions Act 2004.
12. Develop and maintain a bank wide succession plan that is robust enough to cater for the dynamic banking industry environment and effective support of change management.
13. Effectively report, manage and mitigate any risks in the Human resource function to minimise loss, be it financial or reputational, that may be detrimental to the Bank's image.
14. Supervise and Manage the Human resource team, including monitoring performance, allocating work, providing guidance and development opportunities to human resource staff and the organisation as a whole.

Technical And Behavioral Competencies

a) Qualifications

- Bachelor of Human Resources Management, Organizational and industrial psychology or related field
- A Masters Degree in Organizational Psychology, HRM, Business Psychology, MBA HR, PGD HR.

b) Knowledge and Experience

- A minimum of ten (10) years' experience in HR in general with at least 5 years at Management level in a busy organisation.
- Sound Understanding of Ugandan labour laws and HR best practices.
- Breadth and depth of knowledge in technical HR facets and emerging HR trends.

c) Behavioural Competencies

- Good interpersonal skills
- Leadership skills
- Good planning and organization skills
- Analytical and Critical Thinking
- Strategic thinking
- Customer centric disposition
- Energetic and focused
- High level of integrity
- Ability to work in a team environment

Interested persons who meet the required specifications are invited to apply to:

**The Managing Director
Housing Finance Bank
Plot 4 Wampewo Avenue
P. O. Box 1539, Kampala**

Enclose a CV, copies of all academic transcripts, certificates and testimonials, daytime telephone contact, postal and email address of both applicant, and three competent referees to reach **not later than Monday, 25th March, 2019 before 5:00pm**. Applications should be hand delivered to the above address. Only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification