

19th June, 2025

Job Advert - Employment Opportunities

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

CoRSU Hospital seeks to fill the following vacancy:

Job Title:	Senior Human Resource Officer
Number of vacancies:	01
Payment Grade:	Fulltime
Pay scale:	C4
Reporting to:	Head of Human Resource & Administration
Department:	Human Resource & Administration.
Overall job objective: Responsible for overseeing and coordinating HR operations to ensure smooth and efficient processes. The role- will also focus on streamlining HR processes and supporting the implementation of strategic HR initiatives while ensuring compliance with labour laws and company policies.	
Functional Outputs/Activities per key performance area:	
Recruitment	
<ul style="list-style-type: none"> Develop an annual manpower Plan and ensure timely talent recruitment, management, selection, and deployment in line with business needs. Periodically maintain updates and propose changes to the organization structure. Collaborate with hiring managers to understand staffing needs and provide guidance on recruitment best practices. 	
Payroll and Benefits Administration	
<ul style="list-style-type: none"> Oversee the processing of staff salaries, benefits, and statutory deductions in line with Policy and employment laws. Review, monitor & implement staff welfare, insurance policies, health & safety schemes in line with the Human Resource Management manual. Oversee the administration and monitoring of all staff leave. Monitor Employee Relations, welfare, and wellness programs. 	
Employee Relations	
<ul style="list-style-type: none"> Monitor and Implement Disciplinary and Grievance procedures and policies and report recurrent staff issues. Serve as the first point of contact for employee relations issues, providing guidance and support to resolve conflicts and address employee concerns. Ensure that employee relations practices align with organizational policies and legal requirements. Foster a positive work environment and promote a culture of open communication and collaboration. 	
Exit Management	
<ul style="list-style-type: none"> Manage staff separation in line with the policies and employment laws. Periodically monitor, analyse, and disseminate staff exit information to all key stakeholders. 	
Time & Attendance Management	
<ul style="list-style-type: none"> Monitor and manage employee time and attendance, including tracking leave, and ensuring accurate and timely reporting. Implement and maintain timekeeping systems (leave tracker) to ensure compliance with organizational policies and local labor laws. Address and resolve any time and attendance discrepancies in collaboration with relevant departments. 	

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HR Records Management

- Update and maintain the Human Resource Information system in line with HR policy
- Submit periodic reports as per department work plan.
- Maintain accurate and up-to-date HR records, including employee files, contracts, performance reviews, and timekeeping records.
- Ensure the confidentiality and security of all HR records in accordance with organizational policies and data protection regulations.
- Support the development and implementation of digital HR record-keeping systems.

Financial Management

- Support the HR Budget Process as per the set guidelines.
- Monitor and control the allocated budget in line with metrics in the approved strategic plan.

Risk Management

- Support implementation of HR risks and various mitigations and keep track of them.

Compliance

- Ensure CoRSU HR policies and regulatory compliance in the execution of activities.
- Adherence to all CoRSU Policies and Procedures

Required Qualifications:

- A bachelor's degree in human resource management, or a bachelor's degree in social sciences, with a postgraduate diploma in Human Resource Management.
- A master's degree in human resource management is an added advantage.
- Professional Human Resource Certification is an added advantage

Knowledge.

- Solid understanding of Organizational Development
- Solid understanding of change management
- Advanced experience with MS Office and ERP.
- Knowledge of Uganda Tax Regulations
- International Financial Reporting Standard (IFRS) knowledge

Skills

- Communication skills
- Organizational skills
- Data Analysis Skills

Experience

Minimum of Three to Five (3-5) years experience in learning and development from a reputable Institution

Competencies Required:

Behavioural

- Integrity
- Trustworthiness
- Professionalism
- Result Driven

Leadership

- Leadership skills
- Ability to coach and mentor a team

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: recruitment@corsuhospital.org before midnight of **Friday 19th July 2025**.

NB: CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.