

Employment Opportunities

Comprehensive Rehabilitation Services for people with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization and is supported by CBM (Christian Blind Mission).

CoRSU provides Orthopaedic Surgery, Plastic Surgery and Rehabilitation, mainly for children as well as adults with disability.

CoRSU seeks to employ professionally suitable and dynamic individuals to fill the following position:

1. Position: **Senior Human Resource Officer (1)**
Department: **Human Resource & Administration**
Reports to: **Head of Human Resource & Administration**

Job purpose:

The Senior HR Officer assists the Head of HR and Administration in the supervision of the Human Resource Officers, HR team Volunteers and Interns. He/she supports the Head of HR to ensure continuous development and growth of employees. In addition, he/she actively participates in the day-to-day implementation and supervision of the HR function, assisting in the design, operations, and evaluation of HR initiatives, strategies, programs, tools and resources.

Key performance areas and tasks

KPA1: Human Resource Planning, Resourcing and Engagement

- Maintain the work structure by updating job requirements and job descriptions for all positions;
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; Guiding and advising assessment team on candidate selection;
- Coordinate all job evaluations at all levels in the institution;
- Ensure staff are familiar with existing HR policies.
- Ensure compliance of policies, keep track of changes in organizational policies, rules and regulations and coordinate orientation sessions on various topics of interest to all staff.
- Inputs provided into the HR team planning, budgeting and other management processes for the department work plan

KPA2: Development of HR Capacity and Capability

- Arrange induction and onboarding orientation for new employees and coordinate with concerned units for orientation program and facilitate employee offboarding process.
- Oversee the preparation for employees for assignments through establishing a detailed orientation and training programs;

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- Assess staff capacity gaps and advise on possible means to fill the vacancies;
- Design staff capacity development programs and processes;
- Deliver capacity development programs and processes for staff;
- Coordinate the assessment of staff capacity gaps and needs.
- Coordinate and organize student placement, Staff training and capacity building programs as per recommended objectives

KPA3: Compensation, Payroll and Benefits

- Maintain a pay plan by conducting periodic pay surveys;
- Preparing pay budgets; monitoring and scheduling individual pay actions;
- Recommend, plan, and implement pay structure revisions;
- Payroll management and HR data confidentially maintained and processed (staff personnel records properly maintained through HRMIS module in EAFYA)
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends;
- Recommending benefit programs to management; directing the processing of benefit claims;
- Obtaining and evaluating benefit contract bids and awarding benefit contracts;
- Designing and conducting educational programs on benefit programs
- HR functional support such as input into the HR team planning, budgeting and procurement approval processes provided

KPA4: Performance Management

- Manage annual performance appraisals, initiate probationary performance assessment for staff and develop annual performance development plan based on staff's need for capacity building.
- Facilitate work planning and definition of performance expectations;
- Conduct staff performance monitoring exercises;
- Ensures planning, monitoring, and appraisal of employee work results by the respective supervisors to coach and discipline employees;
- Maintain the work structure by updating job requirements and job descriptions for all positions in CoRSU and counseling and providing advice to employees based on their performance outcomes.
- Conduct performance appraisals and monitor internship progress through regular review of the reports for the team
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KPA5: Workplace Healthy and safety

- Identify workplace Health and Safety risks and coordinate the provision of Health and safety services

KPA6: Employee Relations

- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures;

- Facilitate development, review and dissemination of Human Resources Policy and Procedure Manual.
- Ensure compliance with employment laws and policies.
- Schedule Disciplinary committee meeting/interface with employees in a bid to hearing and resolving employee grievances;
- Counselling employees and supervisors
- Conducting investigations, maintaining records and representing the organization at hearings
- Staff welfare services coordinated and properly maintained
- HR Team (Officers, Volunteers and Interns) well supervised
- Ensure that HR Officers, Volunteers and Interns in the team perform their day today duties according to the guidelines set.
- Ensure that the team meeting minutes, and meeting timetable and schedules are followed, and action points acted upon by the respective individual team members
- Liaise with and other team supervisors to ensure that the HR management team

KPA7: HR Business partnership

- Work closely with various department heads to address HR training needs through performance evaluations and appraisals by coordinating, controlling and monitoring the process; keeping appraisal files organized and updated
- Coordinate placement training and capacity building of recommended students
- Support implementation and Review of Organizational Human Resource Policies, Processes and Procedures
- General HR functional support provided to CoRSU teams

KPA7: Separation Management

- Conducting and analyzing exit interviews; recommending staff adjustments;
- Provide advice on termination processes;
- Implement termination decisions and provide post termination support.

KPA8: Administration& Records

- Contributes to team effort by accomplishing related results as needed;
- Oversees the completion of human resource operational requirements by scheduling and assigning employees; Following up on work results;
- Maintains professional and technical knowledge by attending educational workshops;
- Maintain employee records according to policy and legal requirements.
- Maintains human resource records by designing a filing and retrieval system for keeping past and current records
- Up-to-date HR information system maintained on all staff files, personnel records regarding biodata updates, salary changes, and leave maintained

❖ Academic & Professional qualifications

Applicants who hold a Bachelor's Degree in Human Resource Management, Social Science(Option Human Resource)Organizational and Industrial Psychology, Public Administration or related course are encouraged to apply

Work Experience, Knowledge & Skills

- ❖ A minimum of 3 year's work experience working in a hospital setting or in an NGO Medical setting is needed
- ❖ A Post Graduate Diploma in Human Resource Management is required
- ❖ **Dept experience in payroll process and management, performance management and employee relations**
- ❖ Proficiency in MS Word, V-lookup, Excel, Power point and Emails and knowledge of HRMS such as ERP-HRM, EAFYA, ZK system is a plus
- ❖ Good leadership and presentation skills
- ❖ Outstanding organizational and time-management abilities
- ❖ Excellent communication and social skills.
- ❖ Self-driven and problem solving
- ❖ Strong ethics and reliability

- ❖ Qualified persons should submit their applications (detailed CV with covering letter plus copies of academic qualifications) to The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi or email to recruitment@corsuhospital.org Indicate clearly stating the position you are applying for in the Subject of the email.
- ❖ Please note that only documents submitted as one document in pdf will be considered.
- ❖ Note that only shortlisted candidates will be notified for interviews.
- ❖ **CVs/Resume will be viewed on a rolling basis**
- ❖ **The closing date for receiving applications is Friday 23rd January 2026.**

Qualified persons with Disabilities (PWDs) are encouraged to apply.