



Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

Title: HR Coordinator
Ref No: TFU/2023/002
Positions: 1
Reporting to: Managing Director
Contract duration: 1 year (renewable)
Duty station: Head Office

About Teach For Uganda

Teach For Uganda (TFU) is a locally-rooted and globally-informed leadership development organization that leverages the power and knowledge of promising future leaders to ensure that one day, all children in Uganda will attain an equitable quality education, enabling them to thrive in constantly changing economies. We nurture leaders who are committed to advancing equitable access to quality education in low-income communities through our flagship 2-year fellowship program that attracts graduates from varied academic backgrounds to serve as full-time teachers in underserved primary schools to improve foundational literacy and numeracy skills for kids while developing their leadership skills. Post fellowship our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. We currently operate in 4 districts i.e., Luweero, Mayuge, Namutumba and Kayunga with 83 partner schools, 198 fellows and 32 Alumni.

Position Overview

Teach For Uganda is looking for a HR Coordinator to take on the Human Resources function. The HR Coordinator will be both a strategic and hands-on team member charged with ensuring that the HR needs for the TFU team are met. This position will collaborate frequently with a high performing, fun, passionate, dynamic and fast-growing team. By designing, overseeing and executing our people initiatives, this critical role will assist in creating a mission - driven culture, ensure all employees have the opportunity to thrive and make sure all legal compliance requirements are met.

The successful candidate will possess a trustworthy personality capable of protecting the organization while supporting his or her teammates needs. We are looking for someone flexible, driven, knowledgeable, passionate, eager to learn and take on the TFU HR Function to the next level.

Performance Objectives

HR strategy and planning (15%)

- Partner closely with the Senior leadership Team to create and execute a talent strategy that will support Teach For Uganda to meet its strategic objectives.
- Deeply understand the organizations' long-term goals, current organizational strengths and challenges, and opportunities for the organization to close any gaps.
- Set regular goals and priorities for the HR/Talent function aligned with organizational strategy.
- Manage the staffing budget, prepare detailed budgets and review monthly BvA (Budget Vs Actuals) reports. Reallocate funds and choose activities in line with approved budgets and strategy.
- Compile monthly HR report and use insights from the trends from the different sections of the report to inform the department strategy
- Create and manage the risk register for the HR and Talent department.
- Participate in co-designing the Teach For Uganda Fellowship strategy and oversee its implementation.

Legal & Compliance (30%)

- Ensure employee and volunteer contracts meet the Uganda legal and regulatory standards and staff contract processes are managed in a seamless and timely manner.
- Have knowledge and mastery of the Employment Act and other legal instruments for reference purposes and to inform policy.
- Ensure that all policies and procedures in the HR manual are in compliance with the employment law and other related regulations in Uganda.
- Ensure staff are compliant to all policies and procedures in the HR manual.
- Propose, write and revise the HR policies as and when needed and ensure staff know, understand and abide by them.
- Ensure that the Group Personal Accident cover for staff is up-to-date.
- Manage performance and disciplinary challenges, including administering disciplinary procedures and performance improvement plans where necessary.
- Act as liaison between Teach For Uganda and legal counsel (retainer) as and when their services are needed.
- Perform staffing duties including but not limited to refereeing disputes, managing employee exits and administering disciplinary procedures.
- Regularly check in to ensure adherence to the Ethics guide, Sexual harassment policy, and child protection policy

Talent Acquisition, Management, and Development oversight (30%)

- Understand the staffing gaps and needs, and advise on the most efficient strategies of closing the capacity gaps
- Source and recruit high performing talent to support the achievement of the strategic objectives of Teach For Uganda.
- Ensure to run a competency-based hiring process with a structured and efficient interview process to select top candidates, ensuring a seamless/great experience for both hiring managers and candidates.
- Provide a high-quality orientation and onboarding experience for new staff into the organization and their roles to ensure they are engaged from the beginning.
- Build on and represent Teach For Uganda brand in the Uganda talent market.
- Implement the talent development initiatives to ensure staff are supported in career growth
- Facilitate annual performance development process, including follow ups on development activities across the teams.

Culture, Engagement and Compensation (25%)

- Establish an environment of open and honest communication while ensuring that the entire team understands and lives the Teach For Uganda Culture being a role model and cultural champion.
- Oversee the implementation of culture and engagement initiatives including team building events
- Participate in interdepartmental collaborative meetings
- Conduct staff exit interviews, compile reports and share the report with insights to the Managing Director.
- Review and communicate the compensation philosophy to team and conduct market research to regularly update salary scale according to policies
- Work together with the Finance Manager to administer payroll efficiently and accurately.

Qualifications

- Bachelor's Degree, preferably in human resources or a related subject.
- At least 6 years of professional experience, with at least 4 years of directly working in the HR Department or related field.
- Supervisory experience is required
- Some experience working in a non-profit or social enterprise environment strongly preferred.
- High level of computer literacy: MS Word, Excel, PowerPoint, etc.
- Passion for recruiting and developing top talent.
- Fits our 6 Core Values.

What skills/experience MUST this candidate absolutely have?

- People Relations skills
- Attention to detail
- Personal organization and Coordination skills
- Good written & verbal communication skills
- Problem solving
- Ability to use the google drive (docs, sheets, slides and forms)
- High level of integrity
- Strategic thinking
- Prioritization and project management
- Strong management skills

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.



Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **26th February, 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org