



BUILDING TOMORROW

# Human Resource Manager

## Position Description

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### Human Resource Manager Job Description

**Position:** Human Resource Manager-Uganda  
**Reports to:** Director of Operations-Uganda  
**Location:** Kampala Office

#### OVERVIEW

Building Tomorrow, an international nonprofit organization, working to provide literacy and numeracy for all children, is seeking an experienced, organized, strategic, values-aligned Human Resource Manager, who will lead the human resources functions, ensuring the recruitment, development, and retention of top talent to drive the operational excellence of Building Tomorrow's programs in Uganda. Reporting to the **Director of Operations**, the HR Manager will be responsible for designing and implementing HR policies, overseeing compliance with labor laws and donor requirements, and fostering a strong organizational culture aligned with Building Tomorrow's core values: **Unshakable Passion, Creative Ingenuity, Relentless Determination, and Collaborative Engagement.**

This role will play a critical part in strengthening **Building Tomorrow's HR management systems, policies, and structures** to support the organization's growth, ensuring that employees are empowered and equipped to deliver high-impact community-powered education programs across Uganda.

#### THE ORGANIZATION

Started in 2006, Building Tomorrow supports community-powered learning in rural areas. Through over 500 Building Tomorrow Fellows and over 14,000 Community Education Volunteers, Building Tomorrow has enrolled over 164,000 out-of-school children and reached over 500,000 learners with our signature Roots to Rise (R2R) literacy and numeracy camps. Between offices in the USA and Uganda, Building Tomorrow has a full-time staff of over 240, just eight of whom work outside Uganda. Building Tomorrow has received funding and recognition for its innovative work from Echoing Green, Big Bang Philanthropy, Clinton Global Initiative, and Forbes Magazine. More information can be found online at: [www.buildingtomorrow.org](http://www.buildingtomorrow.org).

#### POSITION HIGHLIGHTS

In close consultation with the Ugandan Director of Operations, the Human Resource Manager contributes to the creation, review and implementation of the Human Resource Management Policies, takes specific responsibility for all aspects of human resources management, including recruitment, onboarding, performance management, staff development, employee relations, and compliance with local

labor laws and donor regulations. The Human Resource Manager is responsible for the administration of the HR Information system, practices and policy through documentation, data entry and management in line with the Building Tomorrow's HR strategy and objectives, and cultivating its culture by embodying and promoting its core values. This role requires a proactive and solutions-oriented leader who can build and scale HR systems in a growing organization. This position is full-time and based in Building Tomorrow Uganda's Country Office in Kampala.

## KEY RESPONSIBILITIES

### Human Resource Strategy & Organizational Development

- Develop and implement a comprehensive HR strategy that aligns with Building Tomorrow's mission, vision, and growth trajectory.
- Establish and lead HR policies, procedures, and best practices that support an inclusive and high-performing work culture.
- Provide strategic HR guidance to senior leadership to ensure alignment between HR initiatives and organizational goals.
- Participate in the development of the HR Budget and monitor its implementation in line with the HR plan and facilitate Human Resource related events/ workshops.
- Provide training on **HR policies, compliance, and labor laws** to ensure all employees understand their rights and responsibilities.

### Recruitment, Onboarding, and Talent Management

- Coordinate the whole process of recruitment and provide support to the process.
- Lead and coordinate the on-boarding process for all new staff members.
- Responsible for the review of job descriptions; working closely with respective Head of Departments and line managers to ensure that there is clarity of roles.
- Design and oversee career development initiatives, succession planning, and leadership development programs.
- Implement and oversee an effective **performance management system**, ensuring continuous feedback, evaluations, and professional development opportunities.
- Develop and execute recognition and motivation programs to reward and retain top talent
- Lead **HR training programs** for staff and managers on topics such as **performance management, leadership development, and workplace ethics**.
- Develop leadership development programs to cultivate future leaders within the organization.

## HR Compliance & Risk Management

- Ensure compliance with **Ugandan labor laws**, donor regulations, and Building Tomorrow's internal policies, advising leadership on labor-related risks and best practices.
- Develop, maintain, and enforce **HR policies and procedures**, ensuring that they are effectively communicated to all staff.
- Conduct **HR compliance audits**, including **payroll, benefits, contracts, and staff records**, ensuring proper documentation and adherence to regulations.
- Collaborate with leadership to **identify and mitigate HR risks**, including safeguarding, harassment, and workplace safety.
- Ensure that occupational health and safety requirements and procedures are in place.

## HR Operations & Administration

- Enter data on staff leave updates and produce monthly updates on balances.
- Ensure that there is a conducive working environment for staff and that office equipment is well maintained and functional.
- Oversee **payroll, benefits administration, and leave management**, ensuring accuracy, fairness, and compliance.
- Maintain and manage **HR records and databases**, ensuring confidentiality and security.
- Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization).

## Qualifications, Education Background, and Required Skills:

- Bachelor's degree in Human Resource management, Business Administration, Organizational Development. A Master's degree or Post Graduate Diploma in Human Resources Management is preferred.
- At least 5 years of experience in human resources management, with a preference for experience in the NGO sector or development organizations.
- Strong understanding of HR best practices, employee relations, and labor laws.
- Demonstrated experience in managing recruitment, performance management, and staff development.
- Strong knowledge of **Ugandan labor laws, HR compliance, and USAID or other donor regulations**.
- Excellent interpersonal, communication, and conflict-resolution skills.
- Ability to work in a collaborative team environment and build effective relationships with staff at all levels.
- Proficiency in HR software and Microsoft Office Suite.
- Proven ability to **recruit, onboard, and develop talent** in a growing organization.

- Experience designing and implementing **performance management and employee engagement strategies**.
- Strong leadership, communication, and interpersonal skills, with the ability to build relationships across all levels of the organization.
- Experience handling **employee relations, conflict resolution, and workplace investigations**.

### **WE WANT YOU TO APPLY IF YOU...**

- Have an unshakeable passion for education equality, believing access to an inclusive, quality education is a basic human right.
- Possess creative ingenuity, being progressive in your thinking and approaching challenges old and new. You are intrapreneurial and unafraid to pilot new ideas.
- Are relentlessly determined, refusing to accept the status quo, persistently striving to create new opportunities to reach more children, allowing them to reach their maximum potential.
- Believe in collaborative engagement. You believe more can be achieved together than alone, believe in the power of cultivating relationships, and see everyone as an equal partner.

Please visit [www.buildingtomorrow.org/careers](http://www.buildingtomorrow.org/careers) to apply no later than 5:00pm, March 07, 2025.

The compensation package includes benefits and will be commensurate with experience. This position is full-time and based in Kampala, Uganda.

**Building Tomorrow maintains a dedication to promoting gender equity, diversity, multiculturalism, and inclusion, and recruits, employs, trains, compensates and promotes regardless of protected characteristics. Building Tomorrow will not tolerate illegal discrimination or harassment under any applicable law in any jurisdiction where it operates.**