



## CAREER OPPORTUNITIES

### BACKGROUND

Safe Way Right Way Initiative Uganda is an NGO founded by Total Energies and world Bank to implement initiatives with an objective to reduce road traffic crashes on the Ugandan road Network.

The institution implements initiatives with an aim in improving the safety of people on Ugandan roads guided by the Safe systems approach. Strategic focus has been placed on building collaboration and partnerships with key stakeholders to prioritize funding for implementing safe systems. The narrative of African roads as prevailing death traps can be changed with continuous deliberations among the community of practice with focus on multi-disciplinary institutional engagement.

Safe Way Right Way is seeking to recruit suitable candidates for the positions listed below:

- 1. Job Title: Human Resource & Administration Officer**  
**Reports to: General Manager**  
**Duty Station: Kampala**

### Roles and Responsibilities:

- Support the recruitment process, including job postings, candidate shortlisting, interview coordination, and onboarding of new staff.
- Maintain and update employee records, contracts, leave schedules, and performance management systems.
- Ensure compliance with Ugandan labor laws and SWRW's internal HR policies and procedures.
- Coordinate staff welfare initiatives, team-building activities, and internal communication efforts.
- Support the implementation of training and capacity-building plans for staff development.
- Oversee day-to-day administrative operations, including office logistics, asset management, and supplies inventory.
- Manage office schedules, meeting arrangements, and travel logistics for staff and consultants.
- Ensure a clean, safe, and organized working environment.
- Maintain proper filing systems (both physical and electronic) for administrative documents.
- Lead the procurement process in line with SWRW's procurement policy and donor requirements.
- Prepare and manage procurement plans, request for quotations (RFQs), bid analysis, and supplier contracts.
- Maintain accurate records of purchases, assets, and supplier databases.
- Monitor stock levels and manage reordering processes to ensure timely availability of goods and services.
- Conduct regular audits of inventory, assets, and equipment, develop and monitor an asset register
- Ensure all HR, administrative, and procurement processes align with internal controls and donor compliance guidelines.
- Prepare and submit periodic reports on HR metrics, procurement activities, and asset utilization to management.
- Support internal and external audits by providing required documentation and clarifications.
- Liaise with external service providers including but not limited to insurers, landlords, IT support, suppliers, to ensure quality service delivery.
- Collaborate with finance, program, and MEAL teams to support efficient project implementation.
- Serve as a point of contact for general administrative and HR-related inquiries from staff.

### Key Competencies and Skills

- Solid knowledge of HR best practices (recruitment, onboarding, performance management, employee relations).
- Strong understanding of procurement principles (sourcing, bidding, evaluation, contracting).
- Knowledge of asset management and inventory control.
- Excellent organizational, communication, and multitasking skills.
- High integrity, attention to detail, and strong ethical standards.
- Ability to maintain confidentiality and professionalism at all times.
- Computer literacy (MS Office, HRIS systems, procurement software).
- Excellent organizational and multitasking abilities
- Strong interpersonal and communication skills
- Familiarity with labor laws, procurement regulations, and NGO operations



#### Experience Requirements

- **3–5 years** of relevant working experience in HR, administration, and procurement roles.
- Preferably experience working with **NGOs, development agencies, or donor-funded projects.**
- Experience managing multi-functional administrative tasks across HR and procurement simultaneously.
- Knowledge and experience working with **Ugandan labor laws and procurement regulations** (PPDA guidelines).

#### Educational Qualifications

- **Bachelor's degree** in Human Resource Management, Business Administration, or Public Administration
- A **Postgraduate Diploma** in Human Resource Management, Procurement and Supplies Management, or Business Administration is an added advantage
- Professional Certifications in (CIPD) or CIPS is an added advantage

#### HOW TO APPLY

All interested candidates are invited to send their applications a to email: [careers-ug@safewayrightwayug.org](mailto:careers-ug@safewayrightwayug.org) not later than 23<sup>rd</sup> May 2025 with the Subject as the NAME – POSITION applied for.