

## **NATIONAL WATER AND SEWERAGE CORPORATION.**

National Water and Sewerage Corporation (NWSC) a leading organisation in the Water Sector in Uganda with a Vision “**To be a leading Customer Centric Water Utility in the World**” seeks to recruit a suitably qualified candidate to fill the vacant position mentioned below:

**JOB TITLE:         HUMAN RESOURCE OFFICER (1)**

**REPORTS TO:     MANAGER SEWERAGE SERVICES**

### **MAIN PURPOSE OF THE JOB.**

Ensure that the Human Resources employed meet the short, medium and long term objectives and that every employee’s potential and energies are directed to improve the overall performance of the company.

### **KEY RESULT AREAS**

1. Receive and process requests for recruitment
2. Prepare and update manpower levels
3. Update salary scales of all employees
4. Supervise management of all staff welfare schemes
5. Manage the medical scheme and produces all medical reports for management information
6. Maintain and update personnel record through the Human Resource Management Information System software
7. Prepare the leave roster and process all staff leave
8. Ensure all staff have identity cards

### **PERSON SPECIFICATIONS:**

### **REQUIRED ACADEMIC QUALIFICATIONS AND EXPERIENCE:**

- Bachelor’s Degree in Public Administration and Management, Organizational Psychology, or Human Resource Management.
- Must have hard training in a large organisation.

**PERSONAL ATTRIBUTES;**

- High integrity.
- Ability to work under minimum supervision.
- Age below 35 years of age.

Interested individuals should send in their applications with copies of their academic qualifications addressed to **Senior Manager Human Resources, P.O. Box 7053** Kampala or hand deliver them at our **Head Office Plot 39 Jinja Road.**

All applications should reach us not later than **11th August, 2015**. Closing time of receiving application is 5.00 p.m.

Only short listed candidates will be contacted.