



Community Empowerment for Peace and Development West Nile (CEPAD-WN)
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Job Advertisement

Position Title: Human Resource Officer (HRO)

Organization: Community Empowerment for Peace and Development -West Nile (CEPAD-WN)

Duty Station: Arua, Uganda

Type of Contract: Full-time

Reports to: Finance and Operations Manager

Application Deadline: July 31st, 2025

Who can apply: This position is open to Ugandan nationals only

About CEPAD-WN

Established in 2014 by Ugandan peace and conflict feminist scholars and registered as a local NGO in 2021, Community Empowerment for Peace and Development – West Nile (CEPAD-WN) is committed to advancing feminist peacebuilding, gender equity, and conflict transformation in Uganda and across the region. We amplify the voices of women, youth, and marginalized groups through advocacy, research, and community-based interventions focused on justice, coexistence, and sustainable development.

As CEPAD-WN continues to expand its programs, partnerships, and national platforms, we seek a dynamic and committed Human Resource Officer to strengthen our internal systems and staff well-being in alignment with our Human resource Policy, feminist values and transformative mission.

Job Purpose:

The Human Resource Officer is responsible for supporting effective Human Resource management and administrative operations in line with organizational policies and procedures. This role ensures smooth functioning of Human Resource systems and Policy, staff welfare, performance management, conflict management, staff recruitment, and day-to-day Human resource and administrative support.

1. Human Resource Management

- Support recruitment processes: prepare job adverts, schedule interviews, coordinate candidate communications, and support onboarding.
- Maintain accurate and up-to-date HR records (contracts, personnel files, leave tracking, time sheets, meeting minutes etc.).
- Support implementation of staff performance management systems.



- Training and Development: Supporting the identification of training needs and coordinating training sessions for staff.
- Support learning and development plans and maintain training records.
- Coordinate induction and orientation for new staff.
- Ensure staff adherence to Human Resource policies through regular communication, monitoring and enforcement.
- Contribute to a positive organizational culture: Promoting a welcoming and inclusive environment for all staff and volunteers.
- Support disciplinary and grievance procedures by coordinating processes and ensuring compliance.
- Monitor employee contracts, probation reviews, and contract renewals/terminations.
- Work with volunteers: Supporting recruitment, onboarding, and management of volunteers.
- Participate in resource mobilization activities whenever deemed fit.

2. Payroll & Benefits Administration

- Compile monthly payroll inputs (attendance, leave, staff changes).
- Track statutory deductions and ensure timely remittance (NSSF, PAYE, etc.).

4. Compliance & Reporting

- Ensure compliance with CEPAD WN Human resource Policy and national or international regulatory frameworks.
- Prepare and submit periodic Human Resource and administrative reports (e.g. staffing updates, leave status, etc.).
- Support audits and donor reviews by providing required Human Resource/admin documentation.
- Perform any other duties assigned in completion of tasks.

5. Staff Welfare

- Facilitate and administer staff medical insurance, ensuring the employee insurance eligibility list is kept current.
- Be the focal point person for identified benefits providers and liaise with them to address issues arising from the Staff medical & life insurance schemes.
- Track contracts for medical insurance and other staff benefits and inform the Finance and Operations Manager when they are due for renewal/expiry.
- Work closely with the Finance Department to ensure value-for-money services from benefits providers, including, but not limited to, ensuring credit notes are issued promptly, informing the Finance and operations Manager of any anomalies/concerns in service provider reports.
- As a key member of the Staff Welfare Committee, the job holder will take the lead in staff welfare activities, including staff end-year party and other welfare initiatives,
- Work closely with the finance team to manage and track the monthly welfare contributions and expenses.
- Work with the Finance and Operations manager and BOD HR committee to conduct employee satisfaction surveys.
- Ensure all the HRIS and data is safeguarded from unauthorized users.



- Ensure all the recruitment process and steps have safeguarding components from drafting of the Job description, advertising, and interview assessment forms.
 - Ensure all the training undertaken have component of creating awareness on Child Safeguarding policies and practices.
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Required Qualifications, Experience and skills

- Bachelor's degree in human resource management, Organizational Psychology, Business Administration, or related field. Postgraduate qualifications are an added advantage.
- Minimum of 3 years' progressive HR experience, preferably within NGO or development sector.
- Proficiency in MS Office Suite: Needed for creating documents, managing data, and communicating effectively.
- Discretion and confidentiality: Essential for handling sensitive employee information.
- Organizational and time-management skills: Crucial for managing multiple tasks and meeting deadlines.
- Knowledge of HR functions and laws: Including recruitment, onboarding, employee relations, and policy implementation
- Strong communication and interpersonal skills: Essential for interacting with employees, managers, and external stakeholders.
- Commitment to feminist principles, inclusivity, and ethical leadership.

What We Offer

- A vibrant, values-driven work environment that prioritizes learning, reflection, and social transformation.
- Opportunities for national and regional exposure and leadership development.
- Salary and benefits aligned with CEPAD-WN's internal policies and donor guidelines.

How to Apply

Qualified and passionate candidates are encouraged to submit:

1. A cover letter (max 1 page) detailing your motivation and suitability.
2. A detailed CV (max 3 pages) with 3 professional references

Send applications as one PDF Document to: hr@cepadwestnile.org

Subject line: *Application – HR Officer – [Your Name]*

Deadline: July 31st, 2025, at 12:00 EAT

CEPAD-WN is an equal opportunity employer. We strongly encourage women, persons with disabilities, and individuals from marginalized communities to apply. We are committed to a safe recruitment process and safeguarding all our stakeholders.

