

HUMAN RESOURCES MANAGER

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Company: Touton

Location: Kampala

Category: other-general

HUMAN RESOURCES MANAGER

Kampala Full-Time

HUMAN RESOURCES MANAGER

Touton S.A is hiring!

About

Touton S.A. is a French leading agro-industrial company established in 1848. The group trades in and processes agricultural commodities such as cocoa, coffee, vanilla, ingredients, and spices worldwide.

Touton Uganda Ltd. is one of the largest green coffee exporters in Uganda and our recent setup of an official subsidiary in Tanzania confirms our strategic presence in the East Africa region.

Job Description

Touton Uganda Limited is an international green coffee sourcing, processing and export company.

Following the development of our activity, we are currently seeking a talented individual to fill the role of **Human Resources Manager** . The position is based in Ntinda, Kampala, on a permanent contract.

Key Responsibilities:

Develop and implement HR strategies and initiatives aligned with the overall business growth

Manage the recruitment and selection process, including identifying, interviewing, and onboarding new employees

Ensure compliance with labor regulations and company policies

Lead the transition to a new payroll software and oversee its implementation

Develop and execute payroll management tasks

Oversee employee relations

Maintain employee records and HR systems

Contribute to the development of HR policies and procedures

Preferred Experience

Bachelor's degree in Human Resources, Business Administration, or a related field

5 years of experience in HR management or a similar role

Strong knowledge of HR functions, including recruitment, employee relations, payroll and compliance

Excellent communication and interpersonal skills

Ability to handle confidential information with discretion

Proficiency in HR software and Microsoft Office Suite

Recruitment Process

To apply, please send your resume & cover letter to:

Additional Information

Contract Type **Full-Time**

Start Date: **01 May 2024**

Location: **Kampala**

Education Level: **Bachelor's Degree**

Experience: **> 5 years**

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