

QSSU-IC-IA-INVESTMENT ANALYST

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Company: Q-Sourcing Servtec

Location: Uganda

Category: business-and-financial-operations

About This Job:

Q-Sourcing Limited trading as Q-Sourcing Servtec is a manpower management solutions firm operating in the East African Region in the countries of Uganda, Kenya, Tanzania, Rwanda, and South Sudan.

On behalf of our client, **INUA CAPITAL**, we are looking for a competent, skilled, and experienced **Admin and HR Manager** to work in Uganda.

About Inua Capital:

Job Summary:

The Admin and HR Manager will be responsible for the management and coordination of all the administrative, human capital and other non-core activities of Inua Capital and the Inua SME Fund. It is expected that the Admin and HR Manager will ensure flawless running of the entire organization and will help keep Inua's people happy and productive.

Duties and Responsibilities:

General Responsibility

Understand Inua's needs and prepare and present plans to the Board and/or MD to address these.

Administrative responsibilities:

Responsible for all office and facilities management (and OSHA compliance)

Manage petty cash and payments for office supplies, work transport costs, etc

Coordinate with NSSF, CMA and all other service providers (such as medical and other

insurers, contracted cleaners)

Process all supplies procurements and requisitions and manage all suppliers, in accordance with the Inua F&A manual and in collaboration with the Finance Manager

Manage the compliance with all company policies, procedures and manuals (and escalate incidences of breach to the Managing Director)

Coordinate review and update of company policies, procedures and manuals every 5 years

Ensure all licenses are current (CMA, KCCA, URSB, Data Protection Office, etc) and coordinate on all legal and regulatory compliance

Manage the calendar of the Managing Director and coordinate the team's schedules

Coordinate and manage all foreign visitors to Inua, and all foreign travel of Inua staff

Manage and maintain all company databases

HR-related Responsibilities

Coordinate and manage all HR functions including recruitment, performance tracking, disciplinary procedures and staff training

Prepare payroll and benefits payments and ensure (and document evidence of) timely payment

Develop, implement and manage staff performance and professional development plan

Set calendar appointments for all performance reviews and team feedback meetings (biannually)

Regularly train the team on all company policies, procedures and manuals

Promote and maintain a positive company culture and a safe working environment

Governance-related Responsibilities

The reporting and governance calendars for the organization and provide regular, timely reminders to all relevant parties on upcoming deadlines

Take minutes for all company, Investment Committee and Board meetings and distribute these within 48 hours of the meeting

Qualifications & Requirements:

Mandatory Requirements:

Not less than 5 years' work experience in a similar role at an organization of similar scale.

Experience working as an executive assistant in a fast-paced environment

Track record as a hard worker with strong references supporting past performance in this role

Excellent writing and communication skills, with writing samples provided

Added advantage:

Experience in a similar role at an organization of similar scale

Excellent writing and communication skills

Competencies:

Excellent writing and communication skills

A hard worker with strong references supporting past performance

How to apply :

All candidates who meet the criteria outlined as above should submit their applications, under the job vacancy **"QSSU-IC-AHM-ADMIN AND HR MANAGER"**

Note:

The deadline for applications is not later than **05:00 pm, Wednesday, 24th April 2024**

Only shortlisted applicants will be contacted.

Q-SOURCING SERVTEC IS AN EQUAL-OPPORTUNITY EMPLOYER. ANY SOLICITATION WILL LEAD TO DISQUALIFICATION.

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