

QSSU-SS-SITE SUPERVISOR

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Company: Q-Sourcing Servtec

Location: Uganda

Category: other-general

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.

We are looking for a competent, skilled and experienced **Site Supervisor** to work in **Uganda**.

Job Summary:

The Site Manager will be reporting to the site Coordinator, supporting the attainment of Q-Sourcing strategy by handling all HR & Administration related issues of both casuals and contractual staff at the client workplace.

DUTIES & RESPONSIBILITIES:

Reporting to the Site Coordinator

Responsible for supporting the attainment of Q-Sourcing strategy by handling all HR & Administration related issues of both casuals and contractual staff at the client workplace such as contracting, placements, welfare, performance management and reporting.

Ensuring compliance to EHS guidelines and conformity to both QSL internal policies and client's service level Agreements

Participate in the recruitment, selection and placement of workforce as may be required from time to time.

Ensure proper onboarding of both casual and contractual staff, ensure contractual terms &

obligations are duly acknowledged, and adhered to, and that all staff have job descriptions.

Manage the teams to deliver by setting performance targets and reviewing the reward systems as may be approved from time to time.

Overall administrator of **Service level standards/contract** between **client & QSL** thus ensure such **contractual standards** in terms of turnaround time, quantity and quality are enforced from time to time. (e.g., Billings/invoice follow up, reviews, client reports, staff-payments, contracts etc.)

Managing risks to life, property & working environment through compliance with Occupational and **Environmental Health & Safety** standards in all operations and process flows.

Handle all HR & Administration requirements due to both the casual & contractual staff such as; Managing their welfare like meals and working time. Medical insurance and site clinic for occupational injuries. Scheduling for leave and adherence to the leave plan without causing compromise to the service expectations. Handle payments for casual staff as per contract and monthly payments to contractual staff. Ensure all payment issues are addressed and pay slips are issues for accountability.

Project Budgeting and Monitoring for payments, petty cash and other requirements and ensure accountability and value for money for the project.

Manage all workplace conflicts and grievances within time and escalate where appropriate.

Document all project meetings with the client and ensure that feedback is well recorded, acted upon and escalated to management in a timely manner.

Monitor staff attendances, time management and ensure staff performance (productivity) as expected.

Reporting, escalating incidents and ensure preventive approaches by way of observations and proactiveness.

Being a performance coach and mentor to the team and motivating them to deliver as required.

Develop and submit monthly reports to the Project Manager as may be required.

EXPERIENCE AND QUALIFICATIONS:

Mandatory Requirements

Degree level education preferably in Business Administration, Human Resource Management, Business Statistics, Engineering or Industrial and Organizational Psychology.

Technical experience in managing teams.

Good planning, organization & teamwork skills with the ability to work well with others, lead and motivate teams.

Excellent people/interpersonal skills.

Excellent negotiation skills.

Attention to detail and good observation.

Excellent problem solving and decision-making skills.

Person of high integrity.

Good presentation and reporting skills.

High degree of business and or professional networks.

Basic knowledge of the Uganda labor laws

Added Advantage

Certification in any Project Management; PRINCE2, PMP, or similar project management methodologies.

How to apply:

All candidates who meet the criteria outlined as above should submit their applications under the job vacancy **“QSSU-SS-SITE SUPERVISOR”**

Note:

The deadline for applications is not later than **05:00 pm, Friday, 26th April 2024**

Only shortlisted applicants will be contacted.

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Cross References and Citations:

1. QSSU-SS-SITE SUPERVISOR [Businessjobs Jobs UgandaBusinessjobs ↗](#)
2. QSSU-SS-SITE SUPERVISOR [Nightshiftjobs Jobs UgandaNightshiftjobs ↗](#)
3. QSSU-SS-SITE SUPERVISOR [Entryleveljobs Jobs UgandaEntryleveljobs ↗](#)
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