



Headquarters at Plot 15 Yusuf Lule Road, P.O Box 36316, Kampala, Uganda

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## **THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING**

The Uganda National Oil Company (UNOC) Ltd was established under the Petroleum (Exploration, Development and Production) Act and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, both of 2013 and incorporated under the Companies' Act, 2012. It is a limited liability company wholly owned by the Government of Uganda.

**The overall function of UNOC is to handle the State's commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.**

UNOC now invites applications from persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

**JOB TITLE: Human Resource Officer**

**REPORTS TO: Manager, Human Resource Management**

**JOB PURPOSE: Support the implementation of the Human Resource function including; recruitment, staff training and development, performance management and other related activities.**

### **Essential Duties:**

1. Participate in the development and implementation of Human Resource policies, strategies, systems and tools.
2. Coordinate the recruitment processes and procedures in line with Company policies and procedures.
3. Support the implementation of staff training and development programs including national content initiatives.
4. Facilitate timely staff performance reviews and preparation of the annual performance review report.
5. Implement staff welfare initiatives across the business units including leave management.
6. Maintain the Human Resource Information System and ensure UpToDate staff records and files.
7. Participate in the preparation of periodic Human Resource reports.

8. Manage the graduate trainee and internship program.
9. Supervise and manage outsourced services including cleaning, health insurance and catering services and prepare periodic contract management reports.
10. Supervise, appraise and develop the administrative support staff in the department.
11. Perform any other duties as may be reasonably assigned.

**Qualifications and Attributes:**

- a) Bachelor's Degree (Hons) in Social Sciences, Social Work and Social Administration, Public Administration, Human Resource Management or Business Administration (Human Resource Management option).
- b) Must have a post graduate Diploma in Human Resource Management.
- c) Possession of a relevant masters' degree is an added advantage.
- d) Possession of the relevant professional membership is an added advantage.
- e) Must have five (5) years of relevant work experience in a reputable organization.
- f) Must have excellent communication, personnel management skills and a high level of maturity and integrity.

**Application procedure:**

Completed and signed Application Forms together with **certified** copies of academic certificates should be addressed and submitted in TRIPLICATE to the address below by 17:00 hours (5:00pm EAT) not later than **Friday, 14<sup>th</sup> December 2018**.

Applications delivered through courier or post office will also be received. Applications **must** include a cover letter, application form and supporting documents.

While we thank you for your interest, **only shortlisted** candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

UNOC is an equal opportunity employer. Applicants from the Albertine Graben are encouraged to apply.

The Job Details and Application Form can be downloaded from **Careers** at [www.unoc.co.ug](http://www.unoc.co.ug)

**THE CHIEF EXECUTIVE OFFICER  
UGANDA NATIONAL OIL COMPANY LTD  
P.O.BOX 36316  
KAMPALA  
PLOT 15 YUSUF LULE ROAD, KAMPALA**