



The Microfinance Support Centre Ltd
Plot 32, Nakasero Road, Kampala
P. O. Box 33711 Kampala, Uganda
Tel: 041-4233 665/ 031- 263 779, Fax: 041-4233 673
Email: msc@msc.co.ug

ADVERTISEMENT FOR VACANT JOB

Position: Manager, Human Resources

Reports To: Head Human Resources

Purpose:

To support the Institution in planning, development, management, and coordination of the human resource management function in the company.

Key Result Areas:

1. Standardize and operationalize HR procedures.
2. Organizational reward and compensational management.
3. Effectively manage HR Information management systems.
4. HR Policies, plans and regulatory frameworks put in place

Key Accountabilities /Key tasks:

1. Provide technical support to the Head of Department in operationalizing and standardizing HR procedures
2. Support to manage talent (planning, diversity, acquisition, deployments etc.) in liaison with departmental heads across MSC.
3. Develop organizational reward & compensation proposals
4. Support the establishment of effective HR management systems following best practices.
5. Support and guide the occupational health and safety committee.
6. Support development staff at all levels to possess the skills, knowledge and experiences needed to fulfil the accomplishment of the set business objectives.
7. Support to build a high-performance culture by delivering programs that recognize and reward critical skills, capabilities, experience and performance, and ensure that reward systems are market-based, equitable and cost-effective.
8. Delivery of HR service and information to, managers and staff is accurate, efficient, timely and cost-effective and human resource data is managed professionally.
9. Manage staff records system to improve the culture of good records management.
10. Supports preparing human resource forecasts and budgets in line with the company's HR requirements and making implementation plans.
9. Perform any other duties as assigned by supervisors.

Qualifications and Experience:

- Honours Degree in any of the following fields; Business Administration, Human Resource Management, Social Work and Social Administration, Social Sciences, Development Studies, Public Administration, Organizational Psychology or any other related discipline from a recognized University / Institution.

- Master's Degree in Human Resources, Business Administration, Public Administration, Organizational Psychology or any other related field from a recognized University / Institution.
- Eight (08) years of progressive working experience in Human Resource Management practice or related field with at least 4 years of related work experience at the middle management level.
- Extensive knowledge in staff development, recruitment, organizational development, remuneration and benefits management, performance management, and employee relations among others.
- Candidates who have gained experience from large multinationals and financial institutions will have a unique advantage.
- Membership to an HR professional body will be an added advantage.
- Possession of relevant computer skills is a must.

Competencies/Person Specifications:

- Ability to demonstrate excellent leadership skills.
- Ability to demonstrate a good understanding of Microfinance / financial institution management.
- Ability to demonstrate analytical skills, clear decision-making ability, and highest standards of integrity.
- Ability to demonstrate objectivity and impartiality with concern for accountability and achieving results.
- Ability to work under pressure with tight deadlines.
- Ability to influence and collaborate with different stakeholders.
- Ability to build and manage diverse teams.
- Ability to identify problems, obstacles and opportunities and initiate action or make recommendations.
- Ability to further the development of others
- Ability to generate new ideas, develop creative approaches anticipate and lead change.

Candidates with the requisite qualifications should send their application with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than **18th February 2026**. Shortlisted candidates will be informed of the status of their applications by **4th March 2026**.

Job Applications should be addressed

to:

The Recruitment Specialist
The Microfinance Support Centre Limited,
Plot 32, Nakasero Road
P.O. Box 33711 KAMPALA

MSC is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying /canvassing for support will lead to disqualification of the concerned candidate. Submission of falsified academic documents and/or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.

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