



**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](mailto:msc@msc.co.ug)**

### **ADVERTISEMENT FOR VACANT JOB**

**Position: HR OFFICER**  
**Reports to: SENIOR HUMAN RESOURCE OFFICER**

**Purpose:**

- Provide support to implement HR operations and general HR administration services as it relates to recruitment and selection, salary and benefits administration, reward management, employee relations, and health, safety and welfare program ensuring that these are implemented in compliance to internal and local employment regulatory policies, procedures and practices

**Key Result Areas:**

1. Implementation of HR policies, procedures and programs
2. Functional linkages with other departments in providing HR related activities
3. Implementation of day to day HR administration activities
4. Managing the performance management system

**Key Accountabilities**

1. Supervises the HR Operations, Salary and Benefits administration
2. Benchmarks the bank salary and benefits and other HR policies and practices against relevant comparator organizations and recommends best practice where appropriate
3. Assists in the conduct of salary survey and salary reviews.
4. Communicates variance reports to respective managers and ensures that corrective action on negative variance is taken including payroll, overtime, leave, pension and medical
5. Assists in the recruitment, selection, induction and appraisal of employees.
6. Assists in implementation of terms and conditions of service for all staff.
7. Administers company leave roster and ensures that the annual leave policy is implemented according to plan
8. Assists the business in implementing a staff rotation and transfer for all staff in front line and cash handling roles through proper documentation of staff movement.
9. Responsible for employee records
10. Act as the custodian of all staff personal files and ensures that personnel files are up to date.
11. Maintains overall headcount and staff cost budget and ensures monthly status reports and variances are reported to management

**Qualifications and experience:**

- Honors 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.
- Two (02) years of progressive working experience in Human Resource Management practice or related field with a reputable organization.
- Possession of relevant computer skills is a must.

**Competencies/Person Specifications:**

- At least 2 Years management experience gained from a similar or a related banking/financial institution
- Intermediate experience and training in managing and supervising HR function
- Intermediate experience and knowledge of human resources management techniques
- Intermediate experience and knowledge of the application of best practice human resources management techniques including recruitment and selection, organisation development, job description writing, remuneration and benefits, performance management, managing poor performance, staff development, pension and retirement plans, employee relations and communication
- Knowledge of related statutory and regulatory banking compliance regulations, local employment and labour laws, HR principles, and tax laws
- Knowledge of the General Banking or Financial Services Act and local legal regulations
- Knowledge of the lending, banking and transformation products and services
- Ability to build and maintain positive relationships with all stakeholders and employment and labour regulatory bodies

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 **18<sup>th</sup> February 2026**. Shortlisted candidates will be informed of the status of their applications by **4<sup>th</sup> 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.

*The Microfinance Support Centre Ltd, Plot 32, Nakasero Road, Kampala, P. O. Box 33711 Kampala, Uganda*

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