

Job Framework HUMAN RESOURCE BUSINESS PARTNER

Job Title		Human Resource Business Partner	Cost Centre	
Location		Kampala, Uganda (with periodic field visits)	No. of Direct Reports	
Reporting to		Director HR & Admin	Budget Responsibilities (Y/N)	Y

About Us

Marie Stopes Uganda (MSUG) is one of 37 country programmes within MSI Reproductive Choices, a global organisation dedicated to ensuring individuals can access quality reproductive healthcare and make informed choices about their reproductive lives. Across Uganda, our team delivers high-quality sexual and reproductive health services through a wide range of service delivery channels. We strengthen public health systems in more than 915 public health facilities, operate 25 mobile outreach teams, 12 health centres, and a maternity hospital, and distribute socially marketed products including Flame and Lifeguard condoms, Back Up emergency contraception, and Well Plan daily contraceptive pills. Through these services, we empower women and families to choose whether and when to have children, enabling them to pursue their aspirations and build healthier, more prosperous futures.

The Role

Reporting to the Director HR & Administration, the purpose of this role as Human Resource Business Partner is to support in the development, refinement, business partnering and implementation of human resource best practices.

Leading a small team, the Human Resource Business Partner supports line-managers across MS enabling them to build and nurture high-performing teams necessary to run their businesses efficiently and to integrate all HR initiatives that support strategic initiatives. Effectiveness will depend on the post holder's ability to develop quick and credible relationships throughout the organization and gain the confidence and commitment of the leadership team as well as deliver technical advice for HR operations.

Key Responsibilities	Measures (KPIs/Success Indicators)
HR Compliance Administration & Payroll 1. Negotiate, process, review and monitor employment contracts for MS staff 2. Oversee monthly payroll processing in coordination with the Finance team, ensuring accuracy and statutory compliance. 3. Monitor and ensure proper implementation of the performance management and review process 4. Maintain an up-dated HR Policy and Procedures manual and ensure adherence by staff	1. 100% employment contracts issued/reviewed on time 2. Payroll submitted accurately and by deadline 3. HR policy compliance rate 4. Monthly/quarterly HR reports submitted by due date.

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5. Provide coaching and mentoring to management and all staff regarding human resource policies and practices 6. Ensure that, within the parameters of cross-culture and national limitations, employment practices, compensation, benefits and human resource program comply with MS policies and local labour laws 7. Conduct and participate in annual “like organisation” survey to ensure competitive compensation and benefits plan for MS 8. Lead and work closely with the Director HR and Admin to ensure staff benefits are review on a yearly basis so as to be competitive on the market. 9. Produce monthly and quarterly HR reports on headcount, attrition, recruitment status, and training.	
Recruitment and Staff Retention 1. Provide support to all line managers in all aspects of recruitment for their teams including ensuring job frameworks are in a standardised format, advertising the role, interview arrangements and ensuring the recruitment process effectively follows MS guidelines. 2. Ensure all locum/temporary staff recruitments are well coordinated when they arise and approvals are obtained in timely and efficient manner. 3. Ensure MS, induction policy is followed by all team members and orientation is carried out. 4. Deliver prompt recruitment services to clear and objective criteria 5. Assist in the development of the staffing plans. 6. Lead on recruitment, promotion and transfer processes of the organization. 7. Provide required support to Senior Managers and Channel Coordinators in the various areas of HR including labour law, employee relations, safety, and training and development; 8. Provide legal and administrative advice, guidance, support and coaching to directors, managers and supervisors to enable them lead, develop and manage effective teams	1. Average time-to-fill within approved SLA 2. Recruitment compliance rate 3. Induction completion rate 4. Retention/attrition trends 5. % approved staffing plans implemented.
Employee Labour Relations 1. Ensure that appropriate discipline and grievance handling mechanisms are in place and that agreed procedures are	1. % grievance/disciplinary cases resolved within SLA 2. number of escalated unresolved cases

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adhered to by both management and staff for resolution of grievances and disciplinary issues. 2. Ensure that grievance and disciplinary cases are dealt with in a timely manner. 3. Monitor issues of individual or collective staff concerns such as remuneration, entitlements like the different insurance covers, welfare, complaints and grievance related problem, makes appropriate recommendations and advice, or counsel affected staff accordingly.	3. quality and completeness of case documentation 4. reduction in repeat employee-relations issues.
Management of HR records 1. Ensure to maintain proper staff records and statistics, both manual and electronic. 2. Ensure entry and exit details are recorded and well maintained. 3. Ensure flow of information within the department and across the organization.	1. HR file completeness rate 2. HRIS/data accuracy rate 3. Entry and exit records updated on time 4. Headcount, attrition, recruitment and training reports submitted by deadline.
Policies, procedures and organizational development 1. Works closely with the Director HR & Admin to conduct Organizational Development (OD) Analysis, revision of organizational structure and job analysis to meet the dynamic needs of expanding programs and team development. 2. Designs, develops and implements HR systems, policies and procedures to support the business needs of the organization; 3. Ensures proper implementation of HR policies and procedures throughout the organization; 4. Regularly assesses HR related policy and procedure gaps and provides updated information for Country Management Team.	1. Number/% of policies reviewed or updated as planned 2. % policy gap actions closed 3. OD/structure review outputs delivered 4. policy awareness sessions completed.
Learning, development and capability building 1. Work closely with the Director HR & Admin on the development of Training calendar of organizational development and growth organizational demands/needs are conducted as planned. 2. Manage implementation of MS's learning and development strategy. 3. Clearly communicate organisational approach to learning and development to all staff 4. Conduct training and development needs assessment of the organization, and designs appropriate training and development plan/programs;	1. % training calendar implemented 2. Training needs assessment completed 3. Training attendance/completion rate 4. Post-training evaluation score 5. Evidence of learning application.

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5. Ensure the periodic organizational, job and individual training and development needs analysis; 6. Identify suitable courses to meet the training and development needs of the staff and organization and follows up plans to see them through; 7. Organize in-house training and development programmes in accordance with needs identified and evaluate outcome of the training undertaken.	
Performance management 1. Ensure performance reviews are conducted for all teams and filed. 2. Prepare and send HR Performance reports on regular basis to the supervisor 3. Participate in organizational level policy preparation, and human resources related studies; 4. Design and implement output-based Performance Management System.	1. % performance reviews completed and filed on time 2. Quality of performance objectives 3. Performance reports submitted by deadline 4. Improvement plans tracked to closure.
Change management and continuous improvement 1. Serve as Change Agent by proposing innovative changes, improved policies and procedures, process changes, methods and ways work gets done.	1. Number of approved HR process improvements implemented 2. Change action plans delivered on time 3. Stakeholder adoption/feedback score 4. Documented lessons learned.
HR risk management, ethics and safeguarding controls 1. Work with the Director HR and Admin to ensure that the HR risk section on the risk register is agreed, actioned and monitored 2. Code of conduct all staff/Conflict of interest agreement are signed off and put on record. 3. Ensure that fraud mitigation policy is implemented and regularly reviewed. 4. Training of all staff on whistle blowing and other policies that may require refresher trainings. 5. Effective implementation of Zero-tolerance Fraud Policy and annual trainings on ethics 6. Promptly and thoroughly conduct investigations of employee complaints using serious incident group if necessary	1. HR risk actions closed by due date 2. 100% code of conduct/COI records filed 3. Ethics/refresher training completion rate 4. Serious incidents investigated and closed with reports and learning actions.

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7. Provide mediation support	
8. Collation of whistle blowing	
9. Conclude all serious incidents with a report and noted learning	

Experience & Personal Attributes

- Strong leadership and people management skills High emotional intelligence and conflict resolution ability
- Strategic thinker, excellent analytical thinking and data-driven HR reporting
- Ability to work in a fast-paced organisation with minimal supervision
- Demonstrated knowledge and experience of global HR practices, employment law, compensation, talent management, change management, employee relations, and recruitment.
- The highest levels of integrity, strong ethical attitude
- Successful track record of driving HR initiatives through business needs and decentralised environments.
- Understanding of the complexities of working in a multicultural environment and demonstrable ability to put equity at the heart of strategy, policy and practice.
- Significant experience of working with senior business managers, providing customer focused HR advice and support to address organisational needs.
- Self-motivated and a self-starter
- Excellent oral and written communication skills.
- Demonstrates strong management and leadership skills both within the function and as a role model

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Qualifications and Training (essential/ desirable)

- An Honours Degree in Human Resource management, Organisational Psychology or a related field.
- Post Graduate Diploma in Human Resource Management or professional certification (CHRP, IHRM or equivalent)
- Master's Degree in HR or a management related course is an added advantage.
- Member of a recognised HR professional body
- Further related training (s) will be an added advantage.
- A minimum of 4 years relevant progressive HR experience working in the similar work environment, at least 2 years at a managerial level in a reputable organisation.
- Strong working knowledge of Uganda's Labour laws

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Team Member Behaviours- MSI Behaviours

Successful performance at MS is not simply defined in terms of **'what'** people achieve but equally is about **'how'** people go about their jobs and the impact that they have on others. We encourage and expect all team members will demonstrate the following behaviours:

- **Model the Way**

I strive for excellence and act with clarity, integrity, accountability, and honesty in everything I do

I lead by example with transparency, honesty, and accountability, striving for excellence and encouraging open communication at all levels.

- **Inspire a Shared Vision**

I inspire a shared vision, stay strategically focused, communicate a clear plan, and prioritise the voices of our clients in decision-making.

I rally others around MSI's vision by appealing to shared aspirations; I translate strategy into clear goals, and believe that people - our clients, team members, and partners - are key to our success.

- **Challenge the Process**

I question, promote improvement, embrace new ideas, learn from experiences, and believe in developing myself and others.

I challenge convention, promote continuous learning and welcome feedback, I anticipate and manage change to better achieve MSI's mission.

- **Enable others to Act**

I create the conditions at MSI for others to contribute, work at their best, and develop to their fullest potential; I value differences and make sure that all voices are heard.

I focus on building trust, collaboration and shared ownership, while developing future leaders and treating others with dignity and respect.

- **Encourage the Heart**

I take the time to recognize others' contributions, celebrate successes together, nurture the MSI community, and show that I care.

I inspire high standards and challenging goals, appreciate individual excellence, celebrate our values and victories, and value our humanity.

Leadership (For Leaders only)

- *You inspire individuals and teams, through situational leadership, providing clear direction.*
- *You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.*
- *You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.*
- *You articulate a vision of the future which inspires and excites others.*

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

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- **Client centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.
- **Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission
- **Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.
- **Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

If you meet the specified minimum job requirements, we encourage you to apply following the procedures below.

Application Process:

- Submit your cover letter, CV, and academic documents as a single PDF file.
- Clearly indicate the job title in the subject line of your email.
- Send your application to jobs@mariestopes.or.ug.
- Applications will be reviewed on a rolling basis; early submissions are encouraged.
- **Deadline: 4th August 2026**

1. **MSI UG IS AN EQUAL OPPORTUNITIES EMPLOYER, COMMITTED TO SAFEGUARDING HUMANITY AND EXPECTS ALL POSITION HOLDERS TO SHARE THIS COMMITMENT.**
2. **MSI UG VALUES DIVERSITY, EQUALITY AND INCLUSIVITY AMONGST HER WORKFORCE.**
3. **MSI UG HAS A WELL-GUIDED AND TRANSPARENT RECRUITMENT PROCESS THAT REQUIRES NO PAYMENT OR SEXUAL FAVOURS FROM ANY CANDIDATE/JOB APPLICANTS/POTENTIAL JOB SEEKERS AS A PRE-EMPLOYMENT REQUIREMENT.**
4. **QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**