



## ANNOUNCEMENT

### **Consultancy: Human Resource Auditor**

#### **Qualification & Experience:**

- A Master's degree in human resource /Organization Psychology.
- Minimum of 3 H.R audits conducted as the lead consultant.
- Experience in strategic planning and organizational development
- Availability to fulfil the role and tasks within the stipulated time frame.

#### **Key deliverables will be:**

1. Analyse the various work process flows at UEARA Secretariat and the reception center with emphasis on streaming the key work functions in the organization vs the available staffing.
2. Do a capacity analysis calibrated against the volume of work at the Secretariat and determine if the current number of employees is sufficient or if not, recommend the appropriate number and quality needed to bridge the gap.
3. Run a comparative analysis between the current staffing state (practices, structure, organization and decisions) against the desired or contemporary state ideal for an imperative organisation like UEARA Secretariat.
4. This component will involve conducting interviews to establish person-job fit, check on current levels of knowledge, competence and performance, review skills level and qualifications and analyse their individual development plans.
5. Review job descriptions of all positions, and where they are found lacking, re-design them to fit the exact work done by the job incumbent and in instances where they are found light weight, do a job enrichment.
6. Review all the important documents that guide functionality of the Secretariat with particular and/or special emphasis on human resources manual and other HR policy statements. After review, analyze the current practices and asses if they fit into policy statements. In situations where there is a discrepancy, recommend possible action.
7. Examine the current human resources strategy, align it with the overall association strategy and determine whether the HR strategy serves the overall association strategy. In a situation where a discrepancy is found, recommend a better strategy that can realign well with the overall association strategy while at the same time meeting the current needs of the business.

8. Analyze the key performance indicators of all the jobs, review previous appraisals to determine if the KPI's were well considered and how gaps were addressed.

9. Records/information management system: Look through the usage or availability of the human resources information system (HURIS). Understand if it is being put to right use and if not why? What could be the challenges deterring its usage and how best can the system be put to use to reduce paper work, time wastage and improve efficiency.

10. Finally look through leadership at the secretariat to determine if the current leadership is providing the desired strategic direction to the secretariat, analyze the quality of meetings held and how relevant they are, understand if the leader shares the vision with all the subordinates and if there any innovations the leader has spearheaded in the last one year or any benchmarks the leader has considered and how these have impacted on functionality of the Secretariat and how it has supported overall growth in the Association.

### **HOW TO APPLY:**

- Submit your financial and Technical proposal to the following email:**recruitment827@gmail.com**
- The deadline for submission of the proposal is 1<sup>st</sup> September 2020 at/or before 12:00 hours east African time.
- Only shortlisted candidates will be invited to present themselves for interviews at **UAERA** at a date to be communicated. For all questions, send an email to: **recruitment827@gmail.com** not later than 7 days after the date of the advert.