



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

**A1 Job title:** Supervisor – Labour and Recruitment

**A2 Department/Programme:** Agriculture

**A3 Section/Project:** Nucleus Estate

**A4 Reports to (position):** Labour Officer

**A5 Supervises (Name of Positions):** Head Clerk and Overseer – Camp

### **B JOB DESCRIPTION**

**B1 Overall purpose of the job.**

To recruit contract workers from the assigned district or various recruitment centre in accordance with the established company norms and make all the necessary arrangements to transport them to the Company premises.

### **Key Responsibilities**

- Recruit contract employees in the designated districts through the official Agents and screening committees.
- Recruit the required contract Labourers as detailed by the Labour Officer from time to time.
- Arrange the screening of the recruits by the District Screening Committee.
- Arrange appropriate transport means to take the recruits safely to Kakira Estate and maintain their safe conduct enroute.
- Requisition for rations and other provisions required in the district (s) and during transit to the company.
- Follow the stipulated company rules and regulations for carrying out such recruitment.
- Work constantly with Labour Officers and other relevant Administrators of the district to maintain good public relations.
- Prepare and submit monthly reports to the Labour Officer covering all recruitment activities in the operational area.
- Enforce the safety, health and environment policy of the company to all contract workers.
- To perform any other duties as maybe assigned by the Labour Officer/ Management from time to time.

### **C Knowledge, qualifications & Experience**

#### **CI.1 Education:**

Degree in Social Work and Social Administration or its equivalent.

#### **CI.2 Experience, Skills and Competences:**

A minimum of five (5) years working in a Labour or employment exchange two (2) of which should have been at Supervisory Level. Employment Interviewing, selection & screening procedures, good communication skills especially in Local language and good interpersonal skills.

**Communication Skills:** The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

**Ms Office:** A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging