



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

**A1 Job title:** Officer – Labour

**A2 Department/Programme:** Outgrowers & Kayunga

**A3 Section/Project:** Nucleus Estate

**A4 Reports to (position):** Estate Manager

**A5 Supervises (Name of Positions):** Supervisor – Labour & Recruitment

### **B JOB DESCRIPTION**

#### **B1 Overall purpose of the job.**

To assist the Estate Manager with contract labour recruitment, transportation to and from Kakira, enlisting placement and general administration of the Labour camps throughout the Nucleus Estate.

#### **Key Responsibilities**

- Arrange the recruitment of the required labour force through recruitment supervisors and the screening committees of the various districts as well as transportation of the recruits to Kayunga
- Maintain adequate labour levels to meet the projected targets of the Estate for cane planting, weeding and harvesting.
- Administer employment contracts to recruited labour and ensure that proper records of the same are safely kept for each individual worker.
- Arrange the transit facilities at Kayunga and coordinate the initial recruits' screening by local councils, security and medical personnel.
- Receive new contract workers from various recruitment centres in the country at the Labour office (kayunga) in accordance with the established norms.
- Keep proper and accurate records of all recruited contract workers personal particulars and all relevant information incidentals there to.
- Deploy the new recruits to the designated divisions and sections and participate in their induction.
- Arrange for the feeding of the new recruits on arrival, issue them with beddings, cooking and eating utensils and photographing them, issuing them with identity cards and service record books
- Prepare monthly reports with statistical analyses of contract labour recruitment, enlisted, terminated, repatriated or contract renewals as required.
- Supervise the work of subordinate staff in the section and general administration of the office and administer annual leave for all contract workers.
- Monitor the general sanitary situation in the labour camps and ensure maintenance of good and acceptable standards of cleanliness and hygiene.
- Maintain proper management and administration throughout the camps to achieve social harmony.
- Register all occupants of camp houses as well as visitors in accordance with the Company's regulations.
- Train the Recruitment Supervisors, Camp Overseers, Camp Askaris and clerical staff so as to enhance their skill development and performance improvement.
- Arrange for regular sensitization programs for all contract labour in the Labour camps in conjunction with other key stake holders .g. NUPAW(U), security Ltd.HR
- Enforce the safety, health and environment policies of the company to subordinates.



## **JOB DESCRIPTION**

### **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 three (3) years experience in a similar position in a big reputable organization. Social psychology and counselling, Industrial discipline and conduct, grievance handling and settlement, personal and industrial relations management Labour legislation and good oral communication 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 materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

**Analytical Skills:** A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

**Interpersonal Skills:** The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

**People Skills:** individual who is able to garner the trust and respect of departmental heads and management.