

VACANCY ANNOUNCEMENT

JOINT CLINICAL RESEARCH CENTRE



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks dynamic, motivated, and innovative candidates for the position of **Human Resource Officer** in the America First Global Health Strategy- Joint Clinical Research Centre Activity based in Kigezi.

PROJECT SUMMARY:

America First Global Health Strategy (AFGHS)- JCRC Activity is implemented by the Joint Clinical Research Centre (JCRC) with support from the U.S Government through the U.S Department of State. The Activity aims to deliver integrated lifesaving health services aligned with Ministry of Health priorities, including Maternal, Newborn, Child Health, HIV and Tuberculosis prevention, care and treatment, laboratory systems strengthening, supply chain management, Community Health Extension Worker (CHEW) training & performance support and sustainable transition of services to government-led platforms.

Position Title: HR Officer

Reports to: Senior Human Resources Officer

Positions: 01 (One)

Location: Kigezi Region (Kabale District)

GENERAL POSITION SUMMARY:

The HR Officer will coordinate day-to-day HR administration and processes for the regional office, reporting to and supporting the Senior Human Resources Officer.

ESSENTIAL JOB RESPONSIBILITIES:

- Coordinate recruitment, onboarding, placement, transfers, promotions, and separations.
- Support workforce planning: vacancy adverts, tracking, interviews, assessments, reference checks.
- Coordinate staff onboarding/orientation logistics.
- Track performance review deadlines and coordinate scheduling/documentation.
- Prepare monthly payroll inputs (new hires, separations, leave, timesheets).
- Process and file contracts and personnel records; flag expiry, probation, confirmation, renewal dates.
- Process leave records and maintain leave balance data.

- Maintain HRIS, employee records, and staff databases.
- Coordinate timesheet collection, validation, and submission.
- Receive staff concerns and route to SHRO with initial documentation.
- Coordinate welfare/engagement logistics (SHRO-led).
- Manage staff ID and documentation acknowledgments.
- Compile data inputs for HR reports and workforce analytics (SHRO-owned).
- Maintain audit-ready HR documentation.
- Coordinate exit process logistics i.e., clearance, handover, asset recovery, documentation.
- Maintain secure personnel records per policy and donor requirements.
- Perform other duties as assigned by supervisor (SHRO).

QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE:

- The suitable applicant must hold a Bachelor's Degree in Human Resources, Industrial and Organizational Psychology or related fields.
- At least three years of working experience in a busy HR generalist setup, preferably in an NGO.
- Excellent knowledge of various HR functions such as pay & benefits, recruitment, onboarding, evaluation, training & development etc.
- Good understanding of labor laws, HR functions and best practices.
- Experience working with Human Resource Information Management systems.
- Ability to handle highly confidential matters professionally & discreetly.
- Excellent communication skills with an ability to liaise effectively with a range of departments to effectively implement company policies.
- Good interpersonal skills, demonstrated in the ability to develop strong working relationships.
- High degree of flexibility and willingness to travel occasionally.
- Ability to multi-task in a fast-paced environment and meet all set deadlines.

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda **via jobs@jcrc.org.ug**; Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages) quoting the **POSITION** and **REGION** in the email subject line i.e. **HR Officer-Kigezi Region. The application deadline is Thursday, 29th October 2026 at 05:00 pm.** Failure to follow the application procedure will lead to automatic disqualification.

Note:

- JCRC is an equal opportunity employer. Any attempts to influence the recruitment process will lead to automatic disqualification.