

UGANDA CIVIL AVIATION AUTHORITY

VACANCY

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority now plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

JOB REF : **UCAA/ADV/EXT/09/2025**

POST : **SENIOR HUMAN RESOURCE OFFICER**

REPORTS TO : Principal Human Resource Officer

SALARY LEVEL : 11

VACANCIES : **02**

JOB PURPOSE: To evaluate the effectiveness of Organizational processes, systems and structures and recommend appropriate interventions to support institutional growth.

PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES
1. Conduct structural reviews in identified business areas to align business to strategy.	Review and analyse requests for structural changes from clients and provide response
	Develop appropriate tools to support the collection, analysis and reporting of structural review information
	Analyse business changes in the pipeline against an existing business structure
	Engage the relevant line Management/process owners and Conduct preliminary structural suitability tests to determine the appropriate intervention
	Design structural models reflecting proposed structural changes with anticipated impact on service delivery
	Conduct research and benchmarks on the best practice Structural models, customizable for UCAA and advise concerned stakeholders
2. Conduct Job Analysis and Job Evaluation exercises to	Develop frameworks to guide the Job Analysis and Evaluation processes in the Organization

streamline the worth and design of jobs.	Establish mechanisms to identify changes in jobs, including the creation of new jobs
	Design appropriate tools to support the collection, analysis and reporting job design related information
	Collect and analyse job related data and their competency requirements, and write job descriptions
	Engage appropriate line managers and selected Subject Matter Experts to verify and sign off developed Job Descriptions
	Provide technical guidance to identified support team/staff in the areas of Job Analysis and Evaluation
	Develop, update and maintain a UCAA Job Profiles Manual
	Research and benchmark on the best practice Job Analysis and Evaluation methodologies and advise management for adoption
3. Conduct Workload analysis exercises to streamline the worth and design of jobs	Engage relevant stakeholders to establish/review workflows and day to day operations exercise.
	Engage relevant stakeholders to extract data for analysis of staff workload in the different functions and systems.
	Analyse data collected and develop workload reports.
	Develop and implement a framework for measurement of workload in the different functions in the Authority.
4. Plan and manage the performance of the business unit and staff under supervision so as to improve productivity and efficiency.	a) Develop and monitor a Business Unit Work plan
	b) Develop performance agreements with all the staff under supervision.
	c) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
	d) Prepare and submit quarterly M&E reports.
	e) Develop and update a risk register for the business unit.
	f) Document and review the unit business processes
	g) Respond to audit queries regarding the business unit and update the respective Audit Management system
PERSON SPECIFICATIONS	
Essential Requirements	
Education:	1) An Honor's Bachelor's degree in Human Resource Management, Industrial & Organizational Psychology, Social Sciences or Public

	Administration with a specialization in Human Resource Management all obtained from a reputable academic institution, 2) A full Professional Qualification in HR Management i.e. CIPD, CHRBP, CTP, Post Graduate diploma in HR Management or any related field from a recognized academic institution.
Work Experience:	At least five (5) years of work experience in Human Resources Management as an officer, one (01) of which should have been attained in Organizational Development work and Performance Management in a reputable organization.
AGE:	From 27 to 50 years
Desirable Requirements	<ol style="list-style-type: none"> 1) Experience in conducting Job Design functions, Job Analysis and Evaluations and Workload Analysis, 2) Experience in Organizational Process and Systems Analysis as well as structural review processes <i>and</i> 3) Training in either Strategy Development or HR Analytics and Metrics. 4) Training in Balance Score Card is required.
Knowledge	<ol style="list-style-type: none"> a) Very good knowledge of the applicable National and International Labour Laws <i>and</i> b) Good knowledge of dealing with Unionised Organisations.
SPECIAL SKILLS AND ATTRIBUTES	
<ul style="list-style-type: none"> • Strong conceptual and analytical skills • Business Analysis, Strategy Mapping and modeling skills • Effective Communication Skills – Report writing and presentation skills • Ability to diagnose organizational problems and devise appropriate solutions/interventions • High level of assertiveness • Good interpersonal relations • An impeccable record of integrity. 	

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser to create an account and start the application process.

- 2) Sign up to create an account (New users).
- 3) Log in with your username and password.
- 4) Create a CV by filling in all the required information before proceeding.
- 5) Click Home and there you will see the advertised job. To apply, click the **“Apply”** button. Thereafter a popup message will appear **confirming** your application was successful.
- 6) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.
- 7) Physical/hard copy applications will not be accepted.

Note:

- a) For any inquiries or assistance, please contact: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm** on **28th July 2025**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.
- c) In your CV please include contacts of two credible referees i.e. one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA**