

# 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/08/2025

**POSITION** : PRINCIPAL HUMAN RESOURCE OFFICER

**REPORTS TO** : MANAGER HUMAN RESOURCE

**SALARY LEVEL** : 12

**VACANCIES** : 01

**JOB PURPOSE:** This position exists to participate in successful development and implementation of Human Resource policies, systems and procedures in order to ensure effectiveness and efficiency of Human Resource services in the Authority.

<i><b>SNo.</b></i>	<i><b>PRINCIPAL ACCOUNTABILITIES</b></i>	<i><b>SPECIFIC ACTIVITIES</b></i>
1.	<b>Participating in business planning and review process for DHR &amp; A</b>	<ul style="list-style-type: none"> <li>• Inputs in the process of articulating the HR strategies in support of the organization's Vision</li> <li>• Understands the HR department's, cost structure and continuously monitors these against the planned expenditures</li> <li>• Adheres to set HR strategies and implements systems and procedures to monitor and review their effectiveness.</li> <li>• Liaises with MHR in order to review effectiveness of strategies in the operations</li> <li>• Assists in preparation of the Authority's Human Resource budgets Recommends annual manpower requirement for preparation of the business plan.</li> <li>• Initiates proposals for forecasting of additional manpower.</li> <li>• Compiles training and manpower development plans up to staff levels agreed.</li> </ul>
2.	<b>Providing Human Resource services to DSSER &amp; DANS</b>	<ul style="list-style-type: none"> <li>• Understands and appreciates the unique characteristics of DSSER and integrates fully in order to provide appropriate Human Resource management services</li> <li>• Understands and enrolls unique characteristics of DSSER and participates in developing operation manuals and guidelines for: <ul style="list-style-type: none"> <li>i) Flight Inspection</li> <li>ii) Aircraft Inspection</li> <li>iii) Aerodrome Inspection</li> <li>iv) Personnel regulation</li> <li>v) Personnel Licensing</li> <li>vi) Economic Regulation and Licensing</li> <li>vii) ICAO Human Resource Guidelines</li> <li>viii) UCAA staff training procedures relevant to DSSER</li> <li>ix) Any staff allowances specific to DSSER</li> </ul> </li> </ul>

3.	<b>Participating in Human Resources Budgeting for DSSER</b>	<ul style="list-style-type: none"> <li>• Prepares the Human Resource Budget and participates in Business Planning for the Directorates.</li> <li>• Submits the budget input promptly within deadline.</li> <li>• Recommends information used in formulation of Human Resources Strategies that are relevant to the Directorates.</li> <li>• Proposes key Human Resource Planning information for the Directorates comprising of:- <ul style="list-style-type: none"> <li>○ New job titles and proposed grades</li> <li>○ Additional recruitments</li> <li>○ Payroll costs</li> <li>○ Training and development activities and costs</li> </ul> </li> </ul>
4	<b>Fully integrates the unique characteristics of DANS in order to provide appropriate Human Resource management services</b>	<ul style="list-style-type: none"> <li>• Understands and appreciates the unique characteristics of DANS and integrates fully in order to provide appropriate Human Resource management services</li> <li>• Understands and enrolls unique characteristics of DANS and participates in developing operation manuals and guidelines for: <ol style="list-style-type: none"> <li>I. Air Transport Management</li> <li>II. Communication Management</li> <li>III. Aeronautical Information Management</li> <li>IV. Flight Monitoring and Surveillance</li> <li>V. Telecommunication oversight</li> <li>VI. Weather Monitoring and Reporting</li> <li>VII. Radar Monitoring</li> </ol> </li> </ul>
5	<b>Participating in Human Resources Budgeting Process for DANS</b>	<ul style="list-style-type: none"> <li>• Participates in the preparation of the Human Resource Budget and Business Plan for the Directorate.</li> <li>• Prepares and submits the budget input promptly within deadline.</li> <li>• Recommends information used in formulation of Human Resources Strategies that are relevant to the Directorate.</li> <li>• Proposes key Human Resource Planning information for the directorate comprising: - <ul style="list-style-type: none"> <li>○ New job titles and proposed grades</li> <li>○ Additional recruitments</li> <li>○ Payroll costs</li> <li>○ Training and development costs</li> <li>○ Staff attrition</li> </ul> </li> </ul>

6	<b>Contributing to the recruitment process for UCAA</b>	<ul style="list-style-type: none"> <li>• Assists in the recruitment of qualified, well-motivated and capable Human Resource in accordance with the approved Human Resource Plans/ Establishments.</li> <li>• Assists in recruitment of staff.</li> <li>• Draws accurate person specifications in liaison with the Line Managers.</li> <li>• Draws accurate job specifications in liaison with the Line Managers</li> <li>• Prepares and effects accurate and correct job advertisements both internally and in the daily press.</li> <li>• Participates in the short-listing exercises.</li> <li>• Assists in carrying out interviews and selections of candidates of approved levels of seniority</li> </ul>
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7.	<b>Supporting Human Resources Process for DSSER &amp; DANS</b>	<ul style="list-style-type: none"> <li>• Participates in the recruitment process to ensure that the Directorate attracts, retains, motivates and develop staff with the perfect fit for their jobs.</li> <li>• Carries out the following in the recruitment process; <ul style="list-style-type: none"> <li>○ Drafts job advertisements in liaison with relevant sections of the Directorate.</li> <li>○ Arranges for short-listing exercise</li> <li>○ Arranges for interviews</li> <li>○ Responds to applicants and obtains responses from referees.</li> <li>○ Checks and ensures conformity of job advertisements to job specifications.</li> </ul> </li> <li>• Processes staff confirmation process by obtaining the following: <ul style="list-style-type: none"> <li>○ Response from referees/previous employers,</li> <li>○ Coordinates medical examination,</li> <li>○ Coordinates performance evaluation reports</li> <li>○ Oversees the pre-confirmation appraisals by the Directorate.</li> </ul> </li> <li>• Participates in benchmarking activities and prepares and submits accurate reports and recommendations.</li> <li>• Leads in all Human Resources processes in the Directorates and maintains accurate and approved and up to date records for: <ul style="list-style-type: none"> <li>○ Promotions</li> <li>○ Disciplinary issues</li> <li>○ Succession planning</li> <li>○ Performance Management</li> <li>○ Personal records</li> <li>○ Benefits</li> <li>○ Terminations</li> <li>○ Recruitment</li> <li>○ Employee welfare issues</li> </ul> <ul style="list-style-type: none"> <li>• Conducts counseling for staff and ensures that problems and issues are attended to and staff are motivated</li> </ul> </li> </ul>
8	<b>Carrying out annual Training Needs Assessment</b>	<ul style="list-style-type: none"> <li>• Carries out annual training needs assessments for supporting Business Planning and the main Authority Human Resource Planning activities.</li> <li>• Coordinates with the directorate and sub-department heads to prepare training needs assessment.</li> <li>• Feeds TNA Plans to the main TNA Report in DHRA</li> </ul>

9.	<b>Performance Management</b>	<ul style="list-style-type: none"> <li>Coordinates monitors and reports on Performance Management implementation and maintains records of Performance Appraisals and set objectives.</li> <li>Co-ordinates with departmental managers and officers to use results of Performance Management records for issues such as promotions, succession planning, training and disciplinary action</li> </ul>
10	<b>Management of Personnel Records</b>	<ul style="list-style-type: none"> <li>Coordinates and administers annual leave for all staff and any other leave related issues in the Directorate.</li> <li>Preparation of Annual Leave Roster for all staff in the Directorate and sub departments</li> <li>Ensures timely preparation of the annual leave roster.</li> <li>Monitors and ensures adherence to the roster throughout the year.</li> <li>Monitors completeness and accuracy of employee records continuously.</li> </ul>
11	<b>General Administration</b>	<ul style="list-style-type: none"> <li>Participates in arranging for general staff meetings for the Directorate.</li> <li>Ensures previous meeting's minutes are circulated in good time and ensures that agreed HR issues are acted upon.</li> <li>Makes all logistical preparation well in advance to ensure successful convening of the General Staff Meeting.</li> </ul>
12.	<b>Management of HR staff in the DSSER, DANS &amp; DHRA*</b>	<ul style="list-style-type: none"> <li>To lead, supervise, discipline, monitor and evaluate Human Resource staff in the Directorate.</li> <li>Ensures good leadership through proper delegation of duties.</li> <li>Ensures maintenance of proper discipline in accordance with UCAA policies and procedures</li> <li>Carries out Performance appraisals in accordance with the timetable.</li> <li>Conducts counseling for staff and ensures that problems and issues are attended to and staff are motivated</li> <li>Participates in counseling of staff in the Directorates.</li> <li>Handles matters pertaining to retirement of staff including issuance of appropriate notices, calculation of benefits, etc</li> </ul>
13.	<b>Contributing towards enforcement of disciplinary procedures</b>	<ul style="list-style-type: none"> <li>Ensures that the agreed disciplinary actions and procedures are implemented by the client directorates and the Human Resource directorate.</li> <li>Ensures disciplinary actions are always taken where it is necessary anywhere in the Authority.</li> <li>Ensures that decisions of the disciplinary committee are implemented on a timely manner.</li> </ul>

14	<b>Preparing the Departmental quarterly performance reports for HR Department.</b>	<ul style="list-style-type: none"> <li>Gathers and collates the information necessary for preparation of the Department's Quarterly Reports.</li> <li>Prepares the quarterly reports and gains concurrence from the Manager, HR.</li> </ul>
15.	<b>Overseeing accurate and up-to-date Human Resource Records.</b>	<ul style="list-style-type: none"> <li>Ensures correct and up-to-date records of staff data as follows:               <ul style="list-style-type: none"> <li>(i) Staff bio-data</li> <li>(ii) Staffs up-to-date CVs</li> <li>(iii) Staff personal data such as dependants, annual leave.</li> <li>(iv) Staff training and qualification records.</li> </ul> </li> </ul>
16.	<b>To monitor and coordinate performance of staff on probation.</b>	<ul style="list-style-type: none"> <li>Monitors and coordinates performance of staff on probation.</li> <li>Obtains reference from previous employers</li> <li>Ensures that pre-confirmation appraisals are conducted.</li> <li>Ensures that only employees with good probation performance are confirmed by liaising with the Directorates</li> </ul>
17.	<b>Carrying out Human Resource record audit from time to time.</b>	<ul style="list-style-type: none"> <li>Audits Human Resource Directorates and makes recommendations to the manager.</li> </ul>
18	<b>Carrying out benchmarking for updating/reviewing of best practices in Human Resource Management.</b>	<ul style="list-style-type: none"> <li>Supervises the Directorate's Team that conducts surveys with a view to updating Human Resource policies and practices in UCAA.</li> <li>Writes and presents benchmarking reports.</li> <li>Implements benchmarking outcomes</li> </ul>
19.	<b>To carry out deployment and relocation of staff as and when the need arises.</b>	Ensures timely consultations are made and facilitates smooth relocation of staff.
20	<b>Payroll Management.</b>	<ul style="list-style-type: none"> <li>Validates the payroll to ensure that staff are paid proper emoluments.</li> <li>Keeps accurate records of payroll adjustments, i.e. letters, memos etc.</li> <li>Refers to them and reconciles with, the payroll with a view to ensuring accuracy.</li> </ul>
21	<b>Carries out any other lawful assignment allocated by the immediate Supervisor.</b>	The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him/her.

<b>PERSON SPECIFICATIONS</b>	
<b>Essential Requirements</b> <b>Education:</b>	<ol style="list-style-type: none"> <li>1) An Honor's Bachelor's degree in Human Resource Management, Industrial &amp; Organizational Psychology, Social Sciences, Public Administration or Education from a recognized University. Specialization in Human Resource Management would be preferred <b>plus</b></li> <li>2) A Master's Degree in Human Resource Management <b>or</b> A full professional qualification in a relevant discipline of CIPD, CHRBP, CTP.</li> </ol>
<b>Work Experience:</b>	Five (5) years' working experience, three (3) of which should be at a senior officer level in a large commercial enterprise or Government Parastatal of good repute.
<b>AGE:</b>	From 27 to 50 years
<b>Desirable Requirements</b>	Should be a registered member of the Human Resource Managers' Association of Uganda
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Must be fully conversant with and proficient in Ugandan and regional Labour and Industrial Relations systems.</li> <li>2. Must be computer literate in MS Word, MS Excel, MS Power Point and computerized HR systems.</li> <li>3. Should be knowledgeable in Job Evaluation, Grading, and staff compensation among other HR management disciplines.</li> <li>4. Should be knowledgeable in managing the training and development of staff.</li> <li>5. A proven understanding of industrial relations and its impact to the organization's effectiveness.</li> </ol>



### **SPECIAL SKILLS AND ATTRIBUTES**

1. Should have a high level of initiative and integrity, be a good team leader who possesses good negotiation skills and able to work with minimum supervision.
2. Supervisory/Management training and/or skills are desirable.
3. Should have excellent people relations and interpersonal skills

### **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 **28<sup>th</sup> 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!***

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