

## **JOB OPPORTUNITY:**

Yako Bank was incorporated in 2010 and began operating as a deposit-taking microfinance institution (Yako Microfinance Uganda Ltd) in September 2015. In 2020, the institution was upgraded and licensed by the Bank of Uganda as a **Tier II Credit Institution** under the name **Yako Bank Uganda Limited**, taking over the financial services business of its predecessor microfinance arm.

Today, Yako Bank is a fully-fledged credit institution serving a growing clientele through a network of **four branches** in Kampala and Jinja.

The Bank offers a variety of products and services including **savings accounts, term deposits, collateralized and non-collateralized loans, and basic mobile banking services** to its target markets—**SMEs, salaried individuals, micro-entrepreneurs, and smallholder farmers.**

### **1. HUMAN RESOURCE & ADMINISTRATION MANAGER**

This position reports directly to the **Managing Director** and will be based at **Head Office.**

#### **Role of the Job:**

The HR & Administration Manager will be responsible for overseeing the development and implementation of Yako bank Uganda Ltd Human Resource strategic plan. The candidate will be responsible for driving the people agenda including benefits programs, employee relations, compensation structures, HR compliance and reporting functions, organizational structure and development, performance management, culture building, employee recruitment and retention, staffing, health and safety reviews in alignment with the labor laws and supporting day to day office administration.

#### **Key Result Areas:**

- Direct or define goals and objectives for the acquisition, retention, and development of human capital and talent.
- Foster a workplace environment consistent with the Vision, Mission and values and mission outlined by Yako Management
- Serve as internal consultant to the Senior Leadership team, supervisors, and employees on personnel issues that affect performance and business relationships.
- Develop and recommend operating budget for the Human Resources function and ensure department operates within budget allocations
- Make expenditure adjustments during the budget cycle as appropriate to ensure efficient funds management
- Recruits, directs, motivates, and evaluates Human Resources for Yako.
- Consult with legal counsel as needed and update and advise the executive leadership on legal issues as necessary.
- Direct and coordinate the development of policies and procedures to ensure effective management of Human Resources.

- Ensure that all elements of employee records, benefits files, corporate documents, etc., meet compliance rules and are kept up to date
- Carry out regular Human Resource audit and risk assessment and engage all key stakeholders so as to close identified audit risks in a timely manner.
- Ensure that all employee information is current in the HRIS system and that HR staff work within legislated guidelines at all times.
- Responsible for implementing and maintaining audit standards, and keeping HR Operations in compliance with regulatory and industry standards.
- Responsible for training, development and knowledge management of the employees
- Ensure effective performance management through supporting and implementing organizational change initiatives and new PMS rollout;
- Keep the organization abreast of industry trends and innovations.
- Seek continuous renewal and innovations in delivery of services and operating systems.
- Actively promote employee engagement through cultural change and staff motivation schemes.

**Minimum educational and technical competence requirements:**

- Bachelors in Humanities i.e. Human Resource, social science, organizational psychology or related course in Humanities
- Post graduate qualification in Human Resource related field
- Member of the Human Resource Association of Uganda is an added advantage
- At least 10 years in HR practice in financial institution 5 of which must be in a supervisory role.
- Experience in championing culture transformation is desirable
- Good understanding of labor laws
- Good understanding of banking policies and procedures
- Sound knowledge of people management principles and procedures

**Position carries an attractive salary and benefits package.**

**Applications:** Suitably qualified candidates should address their application to Head, Human Resource, Yako Bank. email it to [hr@yakobank.com](mailto:hr@yakobank.com) as well as photocopies of academic testimonials, and a CV. The CV should include telephone contacts and email addresses of three referees, one of who should be the most recent employer. Closing date for submission of the applications is **15<sup>th</sup> August, 2025**. Only shortlisted candidates

Please note that in line with the Bank procedures, no job offers are made online