



Date: **08/07/2024**

Our Ref: **BCH/07/HRM/2/ 2024**

Your Ref

## **EMPLOYMENT OPPORTUNITY**

### **Background**

Bwindi Community Hospital Hospital (BCH) is a Church of Uganda owned, Missionary founded under Kinkizi Diocese, and Private Not-For Profit (PNFP) Hospital. It is located in Buhoma Town Council- Bwindi in Kanungu District, categorized as a General Hospital, but operationally a Referral Hospital. The Hospital seeks to recruit a suitably qualified person to fill the following vacant position of “**Human Resource Manager**”

**Location:** Bwindi Community Hospital, Kinkizi Diocese - Kanungu district.

**Job Title:** Human Resource Manager

**Reports To:** Executive Director

**Job Purpose:** The Human Resource Manager will be responsible for providing leadership in the achievement of Bwindi Community Hospital goals and objectives by aligning human resource strategy and individual goals with those of the hospital through: Employee Recruitment and Development, motivation, maintenance and Exit management with the objective of adding value to the business in line with valid policies and in compliance with national and international labor laws.

### **Qualifications, Skills and Experience:**

- A Bachelor's Degree in Human resources, Organizational Psychology, or any other Degree in social science related courses with a Postgraduate Diploma in Human Resource from a Reputable Institution.
- A Master's Degree in Human Resource Management or Health services management is added advantage.
- Must be a member of the Human Resource Managers' Association of Uganda.
- At least 3-5 years as head of Human Resource Department preferably in a busy [health](#) care/ Hospital setting or reputable Institution.



# C.O.U Bwindi Community Hospital

'Health for all'

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- A professing Anglican with evidence of espousal of the Church of Uganda principles and values.
- Strong leadership attributes with good communication, negotiation, influencing and interpersonal skills.
- Strong people skills and demonstrable ability to lead and influence team dynamics.
- Ability to motivate, supervise and develop others.
- Problem solver with strong analytical and people management skills.
- Proactive self-starter with strong organizational and time management skills.
- Ability to operate at strategic level in addition to delivering at an operational level.
- Expert knowledge of the Uganda labor laws and familiarity with the International Labor laws & HR Best practices.
- Broad knowledge of Human resource operations.
- Knowledge of the full MS Office suite and HR analytics skills.
- Socially Adaptable person, and experience in handling human resources in big organizations
- Knowledge and experience in hospital/healthcare operations and strategy will be an added advantage
- Clear and effective communication skills.
- Must be a person to adhere professionalism, and personal discipline
- Ability to adhere to the hospital cores values

## How to Apply,

Applications with CVs, copies of academic documents and recommendation from your current church in **ONE single PDF** file should be addressed to: **The Executive Director** - Bwindi Community Hospital, P.O. Box 58 Kanungu. Hand-delivered to Hospital secretary's office or emailed to: [secretarybwindihospital@gmail.com](mailto:secretarybwindihospital@gmail.com) and copy in [msbwindihospital@mail.com](mailto:msbwindihospital@mail.com) and not later than **20/7/2024**. For further inquiries/help, you may call hospital line 039288024.