



Human Resource and Administration Department

Over view

The Human Resource and Administration Department has continued to contribute to the achievement of the overall strategies and objectives of the organization as outlined in the strategic objective 5 of the URCS Strategic Plan 2007-2010; **'To improve human resources management, development and information system'**.

Achievements

The department participated in a number of activities with major activities carried out during the course of the year:

Staff and Central Governing Board retreats

The Human Resources and Administration department together with the Welfare Committee were involved in the preparation of 2009 Staff and the Central Governing Board/senior management retreats conducted during the period; 8th - 11th February 2009 and 21st - 25th March 2009 respectively. The 2009 staff retreat took place in Kalangala, Uganda while the Central Governing/Senior management ex-change visit/retreat took place in Kenya Red Cross, Nairobi, Kenya. The two retreats derived the following key outcomes:

Stretching to the Next Level

The 2009 staff retreat with the theme **'Stretching to the next level'** was attended by one hundred and twelve (112) staff. A number of issues were discussed and the retreat resolved among others to motivate staff and as well as improve team building within the National Society.

Central Governing Board/Senior Management Staff Exchange visit/Retreat to Kenya Red Cross Society

The Central Governing Board and Senior Management staff had a four-day exchange visit to Kenya Red Cross Society, Nairobi, Kenya with the overall objective to embrace the context of “**stretching to the next level, learning and sharing ideas with Kenya Red Cross Society.**” The Central Governing Board and Senior Management staff held joint discussions on a number of issues with Kenya Red Cross partners; with lessons learnt by both National Societies after the exchange visit. The visit was one way to strengthen partnership with sister national societies as well as sharing experiences.

Revised Performance Appraisal Tool

During the staff retreat and following the Central Governing Board recommendations, a revised staff performance appraisal tool was rolled out and implemented. The new tool includes sections of performance targets that form the basis of performance evaluations for staff during the review period. The revised appraisal tool was used to evaluate staff in the annual performance appraisal process at the end of the year – 2009.

Staff recruitment

During the course of the year, various positions were advertised both internally and externally to fill the existing human resource gaps in various departments. The position for Branch Coordinator Pader was recommended by Management for internal advertisement to create an avenue for promotions as well as cut costs on external advertisements.

The Board recommended the following positions to be externally advertised: - Head Human Resource and Administration; Regional Accountants for Mbarara and Mbale regions; Programme Officers Planning Department, Disaster Management and Health and Care; as well as Assistant Accountant. A total of sixteen new staff members were recruited to the National Society as detailed below:

- a) WATSAN Engineer, Hoima - Eng. Andrew Zirimenya;

- b) Three WATSAN Project Officers for Amuru, Pader and Gulu i.e. Patrick Bongomin, Collins Pirwoth and Aloyo Consolate respectively;
- c) Blood Donor Counselor for Mbale Region - James Wesswa Wenwa;
- d) Project Officer for Keep Up/Hang Up Project in Mbale – Juliet Kakwere Nyakojjo;
- e) Three Regional Accountants for Mbarara, Mbale and Gulu – Dominic Odoi, Moses Wambusa and Alex Lukoye respectively;
- f) Two Programme Officers for Planning Department – Moses Mukuru and Peter Wills Buyondo;
- g) Branch Coordinator for Pader – Dominic Otto;
- h) Accounts Assistant – Claire Nalubega;
- i) Head of Department, Human Resources and Administration – Carol Onyadi;
- j) Regional Programme Officer, WATSAN, Kabarole District - Paul Luyima;
- k) Accountant, WATSAN Project, Kabarole District - Charles Birungi.

Staff Promotions

Nineteen staff members were promoted as recommended by the Board following their outstanding performance during the year. They include:

- 1) Dr. Bildad Baguma from Head of Department, Health and Care to Deputy Secretary General / Head of Programmes and Operations;
- 2) Sarah Musisi, Programme Coordinator, HIV/AIDS to Head of Department Health and Care;
- 3) Patrick Wandawa, Senior Programme Officer to WATSAN Project Coordinator;
- 4) Catherine Ntabadde, Public Relations Officer to Senior Public Relations Officer;
- 5) Susan Kamanyi, Regional Accountant to Senior Regional Accountant;
- 6) Seirabanu Ahmed, Accountant to Senior Accountant, Programmes and Operations;
- 7) Geoffrey Wepondi, Accountant to Senior Accountant, Support Services;
- 8) Khalid Simbwa, Senior Branch Coordinator to Acting General Manager, Musalaba Mwakundu Limited (MML);
- 9) Ken Kiggundu, Programme Officer to Disaster Management Coordinator;

- 10) Bedious Kamugisha, Logistics Officer Warehousing to Fleet Manager;
- 11) Francis Byaruhanga, Regional Programme Officer to Principle Branch Coordinator – Kabarole;
- 12) Moses Ogentho, Store Keeper to Logistics officer – Warehousing;
- 13) Patrick Kabugo, Branch Coordinator, Mukono to Senior Branch Coordinator, Mukono;
- 14) Rogers Mandu, WATSAN Project Officer, Mayuge to Assistant Program Officer, Iganga and Eastern Region;
- 15) Fred Othieno, WATSAN Project Officer, Tororo to WATSAN Engineer, Kabarole;
- 16) Moses Kirigwajjo, Health Project Officer – Iganga to Assistant Program Officer – Hygiene Promotion - Gulu;
- 17) Olive Twikirize, Senior Administrative Assistant to Assistant Program Officer Tracing;
- 18) Juliet Kiyimba, Branch Coordinator to Programme Officer - Tracing;
- 19) Joram Musinguzi, HIV/AIDS Project Officer Kampala East Branch – Branch Coordinator, Kampala East.

Staff Deaths: The National Society sadly lost three members i.e. one staff member, Cleaner/Gardener, Augustine Njuba SSebagala (RIP); Casual Guard, Moses Akatwijuka (RIP) and Focal Person Nakapiripirit, Iriama Perpetua (RIP). May their souls rest in Eternal Peace.

Records management

A personnel file audit exercise was conducted to assess the HR records and a report was produced. Staff were requested to submit missing key documents for their files and this is ongoing. The personnel records were reviewed and re-packaged with a new face-look.

Staff Leave Records

Staff annual leave plan for the year was developed and a computerized tracking tool to ensure that all staff take their leave days as per the schedule. Monthly leave updates are available for close monitoring.

Contract Management

The department reviewed all staff contracts and re-aligned erroneous contract end dates. A computerized tracking tool to monitor staff contracts due for renewals, confirmations and redundancies was developed and now under use.

Health insurance

In December 2009, the department carried out a health insurance analysis that formed a basis upon which two reputable health insurance service providers i.e. AAR and IHK health service providers were selected to provide health insurance for URCS staff in 2010.

General administration

During the course of the year, the department was involved in handling general repairs and maintenance of office utilities i.e. plumbing works and repairs in the wash rooms and provided a general face lift to the Board Room.

Staff Identity Cards (IDs) were streamlined and all staff were issued with standard National Society IDs.

OBJECTIVE 2: Improve human resources development

Staff Development

Following the staff performance appraisal exercise carried out at the beginning of the year, a training needs assessment was conducted to identify existing training gaps and a human resources development plan was developed and operationalized. Fifty three (53) staff were able to benefit from various trainings in the following fields: Disaster Management, Response and Risk Reduction, Logistics and Procurement, Refresher Audit and

Dissemination, Finance for Non-Financial Managers, Human Resources Management, Water and Sanitation, First Aid, Monitoring and Evaluation and Malaria Tool Kit Training.

LEGAL UPDATES

During the year, the department held meetings with the URCS Lawyers and established a status of URCS legal status. A summary of ten (10) pending legal cases realized that formed the basis for follow up/action plan.

Lessons learnt

Legal Engagement: Proactive engagement of URCS Legal Advisor to mitigate any potential HR related legal cases. All personnel related documentation should be forwarded to the Legal Advisor for review/advise to safeguard of the institution.

Recommendations:

- Adequate funding is needed to install the Human Resource Information System computer package to improve management reporting and Human Resource /Human Resource Development.
- HR to initiate in-house trainings that are cheaper with wide coverage as opposed to person to holder outdoor trainings.