

Job Description

Human Resource & Administration Manager

Vision Logistics U Limited

Department	Operations.	
Reports to	Direct: Managing Director	Technical: Managing Director
Location	Kampala Head Office	
Workdays & Hours	Monday - Friday, 8am – 5pm. Saturday - 8am – 2pm	
Supervises	Direct: Front Desk & Admin Officer	Technical: N/A

Company Profile

Vision Logistics (U) Limited is a leading service provider in offering; Customs Clearing & Freight Forwarding services in EAC Region and beyond, Mobility Vehicles & Construction Equipment Leasing in Oil & Gas sector and Procurement Consultancy Services. Guided by our core values—Integrity, Excellence, Innovation, Safety, and Customer-Centricity—we deliver trusted and efficient logistics solutions that empower sustainable growth for our clients across the region.

We are currently implementing the Integrated Management System (**ISO QMS 9001, EMS 14001 & OHMS 45001 Standards**). We are Qualified by the Petroleum Authority of Uganda (PAU) to operate in the Oil & Gas sector of Uganda on NSD Number: **NS-15122/2023/4102**. We are a licensed Customs Agent by Uganda Revenue Authority (URA) on License Number: **2025/259**, We're also a member of Uganda Clearing Industry & Forwarding Association (UCIFA) on Membership Number: **UCIFA 5158**.

JOB SUMMARY

The Human Resource and Administration Manager is responsible for developing and implementing HR strategies, policies, and practices that support Vision Logistics' mission and vision. The role ensures effective management of human capital, drives organizational performance, enhances employee engagement, maintains compliance with Ugandan labor laws, and oversees efficient administrative operations. Additionally, this role supervises front desk operations and customer care to ensure professional delivery service and a positive client experience.

JOB RESPONSIBILITIES

- Develop, implement, and maintain HR and administrative policies and procedures in compliance with Ugandan laws and regulations.
- Manage recruitment, selection, onboarding, training, performance management, and employee development programs.

Vision Logistics (U) Limited, Kampala Boulevard, 2nd Floor, Room 201 & 208. Kampala Road Opposite Post Office Kampala-Uganda

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Email: info@visionlogisticslimited.com.



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Website: www.visionlogisticslimited.com

ROLE PROFILE

- Ensure employee compensation, benefits, working hours, leave, disciplinary processes, and terminations comply with statutory requirements.
- Promote a positive work culture, employee engagement, and conflict resolution while respecting employees' rights.
- Oversee administrative operations, including office management, facilities, documentation, and record-keeping.
- Supervise front desk operations to ensure efficient visitor handling, telephone management, and office coordination.
- Oversee customer care staff, ensuring timely and professional responses to client inquiries and complaints, and maintaining high service standards.
- Collaborate with other departments to build synergies, ensure smooth workflow, and support cross-functional initiatives.
- Prepare and present HR and administrative reports, providing insights and recommendations to management.
- Lead, mentor, and develop HR, administrative, and customer-facing teams, fostering performance, innovation, and accountability.
- Among other roles that may be assigned to you from time to time.

The HR and Administration Manager is expected to ensure compliance with the following laws:

- **Employment Act, 2006 (as amended)** – Governs employment contracts, working hours, leave, termination, discrimination, and employee rights.
- **Labour Unions Act, 2006** – Regulates formation of labor unions, collective bargaining, and employee representation.
- **Occupational Safety and Health Act (OSHA), 2006** – Ensures safe and healthy working conditions, risk management, and workplace welfare.
- **Workers Compensation Act, 2000** – Provides compensation for work-related injuries or accidents.
- **National Social Security Fund (NSSF) Act, 1985** – Requires employer registration and contributions to employee retirement and social security benefits.

EDUCATION, LICENSES, & CERTIFICATIONS

- Bachelor's degree in human resource management, Organizational Psychology, Business Administration, or related field.
- A master's degree is an added advantage.

EXPERIENCE

- Minimum 5–7 years of HR and administration experience, with at least 1 year in a supervisory role.
- Professional HR certification (e.g., CIPD, SHRM, or Uganda Institute of Human Resource Management accreditation) is an advantage.
- Strong knowledge of Ugandan labor laws and HR best practices.

ROLE PROFILE

- Experience supervising front desk or customer care teams is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

- ☐ • Strong financial analysis and strategic planning skills.
- ☐ • Excellent communication, negotiation, and interpersonal skills.
- ☐ • High level of integrity and attention to detail.
- ☐ • Proficiency in accounting software and advanced Excel skills.
- ☐ • Ability to work under pressure, meet deadlines, and manage multiple priorities.
- ☐ • Strong understanding of cost management, budgeting, and financial modeling.
- ☐ • Integrity in all financial transactions and reporting.
- Excellence in budgeting, analysis, and financial controls.
- Innovation by improving financial processes and systems.
- Safety by ensuring compliance and reducing financial risk exposure.
- Customer-Centricity by supporting operational teams to deliver value to clients.

Share your Resume, Application and Academic credentials at -
hr@visionlogisticslimited.com

THE DEADLINE IS 10TH DECEMBER 2025 5:00PM.