



VACANCY AVAILABLE

People Manager

Deadline for Submission: 20th September 2025

Remuneration: Competitive with excellent benefits

It's hard to believe that today 844 million people do not have clean water and 2.3 billion do not have a decent toilet – around one in three of the world's population. Every two minutes, a child under five dies from diarrheal diseases caused by poor water and sanitation.

Our vision to make clean water, decent toilets and good hygiene normal for everyone, everywhere by 2030. To realise this vision, we are implementing a Country Strategy for the period 2023 to 2028. WaterAid Uganda is looking to fill the vacant position stated in this advert to play a vital role in our mission to make clean water, decent toilets and good hygiene normal for everyone, everywhere by 2030

We are looking for people who share a commitment to our vision to fill One vacant position in our structure as detailed below. The position is available on fixed term contract which is renewable subject to funding, project lifespan and performance. We provide competitive and attractive salary and benefits.

Please see link below for more details of the vacant position.

People Manager

View full job details: <https://www.wateraid.org/ug/work-with-us>

WaterAid Uganda is seeking a People Manager for the Country Programme to deliver its strategy and impact. This role will enable efficient internal operations with best practice in ways of working. The People Manager role will be accountable for excellent administrative support across the full spectrum of people team accountabilities including policy, processes, training and development, performance management, payroll, onboarding, recruitment, staff wellbeing, pay and benefits and employee relations.

As part of the WaterAid people team, this role will support WaterAid realise its goals, through supporting the development of people plans that align WaterAid's people with its aims and objectives and ensure that WaterAiders have the skills and opportunities to maximise the impact they can make. The incumbent will work with people across the organisation, to deliver great people management and to create a high performing and engaging work environment.

Key Responsibilities Include:

- Support the identification of the skills and capabilities needed to implement current and future country programme activities and goals.
- Deliver effective and timely recruitment, including drafting JDs, posting the vacancy in relevant media, coordinating with recruitment agencies, and hiring managers.
- Ensure the effective onboarding for all new staff.
- Coach managers in their roles in employee orientation and hold them accountable.
- Embed strong performance management culture and processes.
- Nurture employee engagement and wellbeing, including participation in the employee satisfaction survey, developing action plans and tracking results and outcomes.
- Complete periodic salary and benefit surveys collaborating with INGO networks and providing the necessary data to Birches.
- Prepare staff contracts, letters, and communication regarding changes in role, salary, and benefits as per policy.
- Maintain efficient and 'audit ready' people processes/systems for handling employee and other HR related documents.
- Maintain employee data on PeoplePlace achieving 100% accuracy through processing change requests on a timely basis.
- Carry out monthly payroll check/calculations in a timely manner. Compile payroll data for annual calculations and audits and submit payroll to Finance for review.
- Ensure people policies, employment practices and compensation packages are within the limits of established standards and policies of WaterAid and Country Laws
- Provide advice and manage any employee relations and safeguarding cases in line with local procedures and global standards. Create safe working environment and practices.
- Working in partnership with the Focal Points for security and safeguarding, ensure the streamlining of security and safeguarding throughout the CP.
- Work closely with the People Hub and contract in the support and expertise needed to deliver people plan and priorities.

To be Successful, you will need the following:

- A minimum 10 years of People Management experience with 5 years, supervisory and leading on People issues preferably with 3 in an international development organisation.
- University degree in Human Resource Management or relevant experience of working as a People/HR Manager in a professional environment.
- Exceptional people and relationship skills; excellent ability to work with teams in an inclusive manner and create an engaging workplace.
- Experience in the development of local HR policies and employment laws, recruitment approaches and people development
- Ability to establish and maintain effective working relations with relevant internal and external stakeholders, with sensitivity and respect for diversity.
- Strong communication skills, analytical skills, and numeracy skills.
- Ability to manage information of a confidential/sensitive nature.
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity, and Innovation.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

How to apply

If you are interested in the position above and have the right skills and attributes, please access the link attached to the position for more details on the job application pack (Job Description and job application form).

Fill in the job application form and send together with a cover letter to waurecruitments@wateraid.org in the subject line by the stated deadline.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate preemployment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly encourage applications from women who are underrepresented at this level in the organisation.

Shortlisted candidates will be contacted within one week of the closing date. We regret that we will not be able to contact unsuccessful applicants.