VACANCY ANNOUNCEMENT
HR & OPERATIONS ASSOCIATE (1)

Business Eye is a dynamic company specializing in staff outsourcing, recruitment, training, and marketing agency services. We partner with organizations to deliver high-quality workforce solutions and innovative marketing support that drive business growth.

We are seeking a highly motivated and results-driven HR & Operations Associate to drive company growth through client acquisition, relationship management, and revenue generation. The successful candidate will be based in Kampala. As per the details below:-

Role: HR & Operations Associate

Department: Human Resources & Operations

Location: Kampala, Uganda

Reporting to: Managing Partner

Contract Type: One-year Contract (renewable based on performance and organizational needs)

Role Overview

The HR & Operations Associate will be responsible for supporting and coordinating human resource and operational functions across Business Eye's consultancy, staff outsourcing, recruitment, training, and marketing agency services. The role will ensure efficient HR administration, staff engagement, client service delivery, operational compliance, and smooth day-to-day business operations.

Key Responsibilities

- ✓ Coordinate recruitment and selection processes, including advertising vacancies, shortlisting, interviewing, and onboarding.
- ✓ Manage staff outsourcing assignments and maintain effective relationships with clients and outsourced personnel.
- ✓ New client engagement and aquation where opportunities have been identified
- ✓ Support the planning and delivery of training and capacity-building programs.
- ✓ Maintain employee records and ensure compliance with labor laws and company policies.
- ✓ Coordinate performance management, leave administration, and staff welfare initiatives.
- ✓ Prepare HR reports, contracts, employment letters, and related documentation.

- ✓ Support business operations, procurement, logistics, and office administration activities.
- ✓ Monitor operational processes and recommend improvements to enhance efficiency and service delivery.
- ✓ Coordinate client engagements and ensure timely execution of consultancy and marketing projects.
- ✓ Assist in budgeting, resource planning, and operational reporting.
- ✓ Maintain confidentiality and professionalism in handling company and employee information.
- ✓ Carry out any other duties assigned from time to time.

Qualifications & Experience

- ✓ Bachelor's degree in Human Resource Management, Business Administration, Industrial Psychology, Management, or a related field.
- ✓ Minimum of 2–3 years of relevant experience in HR and operations management.
- ✓ Knowledge of recruitment, staff outsourcing, training coordination, and HR administration.
- ✓ Strong organizational, communication, and interpersonal skills.
- ✓ Ability to manage multiple assignments / multi-tasking
- ✓ Proficiency in Microsoft Office applications and HR information systems.
- ✓ Strong report-writing and problem-solving skills.

Interested?

Please share your CV to: jobs@businesseyeafrica.com
Only shortlisted candidates will be contacted.

Please note: Business Eye DOES NOT ask for any form of payment from prospective employees and job seekers.