

**Service Description**

**JOB TITLE:**

**Compensation & Benefit/Payroll Administrator – EACOP Uganda**

**POSITION IN THE ORGANISATION**

**Reports to: Head HR**

Staff managed (directly supervised): 0

Staff managed (indirectly): 0

**MISSIONS / JOB DIMENSIONS**

The East African Crude Oil Pipeline (EACOP) Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. The length of the pipeline is 1,443 kilometres (km) of which 296 km will be in Uganda. In Uganda the pipeline will traverse ten (10) Districts, comprising Hoima, Kikuube, Kakumiro, Kyankwanzi, Mubende, Gomba, Sembabule, Lwengo, Rakai and Kyotera.

The Compensation & Benefit/Payroll Administrator – EACOP Uganda role will be responsible for ensuring the smooth running of EACOP Uganda- staff compensation/ benefits scheme and the payroll management function, maintaining an up-to-date company structure and headcount forecasts. The role will also support the departmental budget process, reporting as well as data and document management.

The Jobholder reports directly to the Head of HR and works closely with all other departments

**ACTIVITIES**

**Organization:**

- Maintains an updated Company Organization chart on a monthly basis
- Oversees the organization and archiving as per department indexing employees' personnel files, department correspondences, etc.
- Manpower planning and a focal point for some HR campaigns such as Headcounts Forecast (coordinate, execute, correspondences time)

**Information management**

- Ensure department's data and documents are coherent, updated and safely and securely archived, in compliance with confidentiality rules and regulations
- Manage all data and administrative documents within the HR department
- Maintain the flow of electronic hard copy documents, department files and resource materials Log, track and maintain department records, coordinate document control issues and prepare regular reports and dashboards while ensuring confidentiality.
- Ensure the storage of both hard copy and soft copy documents in compliance with confidentiality best practices.
- Serve as subject matter expert on HR Systems requirements and capability and ensure employee master data integrity.

**Reporting**

- Provide reporting and data analysis through collated dashboards, graphic representations, presentations, etc.
- Analyse data and prepare periodic reports (weekly, quarterly, annual etc) for internal and HQ purposes as well for external bodies when required

**Budget:**

- Coordinate preparation of the departmental initial budget-related assumptions and any revisions Liaise with the section heads for purposes of budget preparations, assumptions, and analysis
- Monitor the Departmental spend Vs approved budget Liaise with finance on HR budget matters

**Payroll:**

- Ensure accurate and timely processing of the company's monthly payroll.
- Responsible for the processing and filing of statutory deductions from the payroll/ terminal benefits and other deductions to ensure timely and accurate remittances to the relevant institutions.
- Act as HR focal point for the department audits.
- Maintain the payroll processing system and employee records (both soft and hard copies).
- Prepare computation schedules for terminal benefits to enable timely and accurate payment of staff exiting the company.
- Coordinate with the TAS and support salary payments of contracted staff.
- Reconcile staff debtors' accounts to ensure that the right postings are made to the accounts to recover advances to staff
- Handle routine employee payroll queries.
- Perform annual salary surveys and advise senior management on the positioning of our Salary structure.
- Prepare monthly/ Remuneration analysis reports for management information
- Monitor, identify and advise on the impact of new legislation on payroll procedures whenever relevant.

**Compensation and Benefits:**

- Prepare and process staff advances, loan applications and hire purchase agreements so as to provide input in the preparation of the payroll.
- Coordinate the implementation of the various wellness /welfare programs to ensure that the intended objectives under each scheme/ program are achieved.
- Manage and evaluate contracts with the service providers who provide staff wellness/welfare programs and ensure that services are provided as per the agreed terms of service
- Manage Leave Administration and Reporting

**CONTEXT AND ENVIRONMENT**

The job holder works under the management of the EACOP Uganda -HR and Corporate affairs. The position is based at Kampala Headquarters.

The job holder is also accountable for demonstrating exemplary behaviour with regard to compliance and HSE rules & requirements and for implementing and controlling HSE rules while executing general services.

**ACCOUNTABILITIES**

- To guarantee the safe and efficient operations of the Company's Payroll management function
- Guarantee the availability and smooth administration of staff compensation and benefits scheme.
- Ensure updated company structure and accurate headcount forecasts & reports.
- Support departmental budgeting and Guarantee timely reporting
- Respect confidentiality of information

**QUALIFICATIONS AND REQUIRED EXPERIENCE**

- Bachelor's Degree in Human Resources, Business Administration, Human Resources or any business-related degree with a specialization in accounting
- Professional qualification like ACCA, CPA and Post graduate qualification in finance/ accounting is added advantage
- Minimum 8 years' experience in Payroll management in big to medium size company with at least a couple of years as Payroll lead
- Experience in Managing both national & expatriate and payrolls
- Report writing, budgeting and analytical skills, computer data management
- Knowledge of Human Resources Statutory requirements and related laws & regulations
- Knowledge of Payroll management systems
- Knowledge of Microsoft Office
- Good HSE knowledge and awareness
- Proven ability to multitask, work independently, and manage significant workload and competing demands whilst meeting deadlines
- Confidentiality and a High level of strong interpersonal skills are required
- Excellent interpersonal, communication and organisation skills.
- team player profile, organized, discreet, good analytical skills