

EXTERNAL JOB ADVERT

The Capital Markets Authority (CMA) is a statutory body, established in 1996 by the Capital Markets Authority Act (Cap 64) as amended, to promote, develop and regulate the capital markets industry. CMA is governed by a Board of Directors appointed by the Minister of Finance, Planning and Economic Development.

The CMA is mandated by law to:

- Approve prospectuses and other offering documents under which securities are offered to the public.
- Develop the capital markets through removal of impediments and the creation of incentives for longer term investments in productive enterprises.
- Create, maintain and regulate a market in which securities can be issued and traded in an orderly, fair and efficient manner.
- Cooperate with, any foreign regulatory authority in the performance of its duties;
- Implement regional and international standards and best practice in securities markets, securities regulation and supervision.
- Protect investors; and
- Operate an investor compensation fund.

The work of the CMA is also governed by the Securities Central Depositories Act Cap 60 and the Collective Investment Schemes Act, Cap 65.

To deliver on its mandate efficiently and effectively, CMA is seeking to hire qualified and self-motivated individuals to fill the positions below.

Interested candidates should hand deliver or send via email (in standard file types, namely Microsoft Word or Adobe Acrobat (pdf) in a single attachment, and **should not exceed 10MB**) their applications together with a recent CV (with 3 references), copies of academic transcripts and/or certificates **by 7th October, By 5:00 PM.**

Applications should be sent to: careers@cmauganda.co.ug and addressed to:

The Director Human Resources & Administration

Capital Markets Authority,
8th Floor, Uganda Business Facilitation Centre
1 Baskerville Avenue Kololo
P. O. Box 24565
Kampala, Uganda

1. Position Description		
Job Title:	SENIOR OFFICER PERFORMANCE MANAGEMENT	
Reports To:	HR & DEVELOPMENT MANAGER	
Supervises:	Internal: HR Officer	External: N/A
Interacts/Interfaces with:	Direct: All	Indirect: All
Job Purpose	To coordinate and implement the organization's performance management system by ensuring effective performance planning, monitoring, appraisal, and reporting processes.	

Responsibilities /Key Deliverables	• Monitor the performance of supervisors, Peers and all other staff in regard to managing performance in line with performance management guidelines. • Coordinate an effective employee performance management system with individual performance objectives aligned to organisational objectives. • Participate in employee wellness and coordination of staff welfare initiatives to ensure an adequate and well-maintained employee workforce. Support the leave management plans of the organization to meet required leave uptake targets • Prepare HR notifications/ letters including but not limited to appointments, internal transfers, promotions, salary adjustments and salary reviews. • Conducting job analysis and maintaining job descriptions aligned to CMA's structural and operational needs. Ensure staff job descriptions are in place and aligned to their performance objectives. • Coordinating HR audits, compliance checks, and responses to regulatory bodies. Update appropriate risk management frameworks for the department. • Participate in maintenance of accurate and up-to-date HR statistics and monitoring of the HRIS. • Involved in establishment of effective people analytics, dashboards, and KPIs to inform HR decision-making • Coordinate a competitive compensation and benefits system aligned with market data that ensures that the Authority is able to attract and retain competent employees. Coordinate salary reviews, incentives and recognition programs. • Management of all HR documents and records • Prepare and submit departmental human resource and administration reports. • Monitor the implementation of a system for conducting periodic Organizational Culture and Staff satisfaction audits and support action planning to address any identified issues. • Prepare the Organisation's performance and appraisal reports with appropriate conclusions relating to the approved procedures and performance management guidelines. • Categorize staff according to their potential and performance ratings in line with the approved procedures and performance management guidelines.
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	Supervise the staff who report into this position and manage their performance and development.
Financial Responsibility	None
• Person Specification	
Education & Training	- A Bachelor's degree in Human Resource Management, Business Administration, Industrial/ Organizational Psychology, Social Sciences, Social Work and Social Administration or any other related degree from a recognized University. - Post graduate diploma in Human Resource Management or Public Administration and Management is an added advantage - Registered member of HRMAU or any other relevant Human Resource Professional body is an added advantage.
Skills & Experience	At least 4 years' relevant working experience in a reputable organization.
Key Personal Competences	- Supervisory skills - Communication skills - Interpersonal skills - Leadership skills - Decision-making skills - Time management