



KAMPALA CLUB LIMITED

JOB DESCRIPTION



Job Title: Head - HR, Procurement & Facilities

Reports to: General Manager

Role Summary

The Head - HR, Procurement & Facilities at Kampala Club Ltd. is a leadership role responsible for managing human resources, procurement activities, and facilities maintenance to ensure a conducive and attractive environment for members' enjoyment. Reporting directly to the General Manager, this position oversees HR operations, coordinates club purchases with the Procurement Subcommittee, supervises outsourced service providers, and maintains an up-to-date Club Maintenance schedule.

Key Responsibilities

1. Human Resources Management

- Plan and oversee all HR-related activities, including recruitment, onboarding, performance management, and employee relations.
- Develop and implement HR policies and procedures to ensure compliance and promote a positive workplace culture.
- Conduct regular training and development programs to enhance staff skills and performance.
- Manage payroll and employee benefits in collaboration with the Accountant.

2. Procurement Coordination

- Coordinate club purchases with the Procurement Subcommittee to ensure cost-effective and timely procurement of goods and services.
- Develop and maintain vendor relationships to ensure quality and reliability.
- Monitor procurement processes to ensure compliance with club policies and standards.

3. Facilities Management

- Supervise outsourced service providers, including cleaners, electrical contractors, and plumbing contractors, to ensure high-quality service delivery.
- Maintain an up-to-date Club Maintenance schedule to ensure all facilities are well-maintained and operational.



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- Conduct regular inspections of facilities to identify and address maintenance needs.

4. Member Environment Enhancement

- Ensure the club environment is conducive and attractive for members' enjoyment by maintaining high standards of cleanliness, safety, and functionality.
- Address member feedback related to facilities and services promptly and effectively.

5. Budget and Resource Management

- Prepare and manage budgets for HR, procurement, and facilities operations.
- Optimize resource allocation to ensure cost-effective operations without compromising quality.

6. Reporting and Communication

- Provide regular updates to the General Manager on HR, procurement, and facilities performance.
- Maintain clear communication channels with staff, members, and external stakeholders.

Qualifications and Skills

- Bachelor's degree in Human Resources, Business Administration, Facilities Management, or a related field.
- Proven experience in HR, procurement, and facilities management, preferably in a hospitality or club environment.
- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Organizational and problem-solving expertise.
- Financial acumen and experience in budget management.
- Proficiency in using management software and tools.