



# **HUMAN RESOURCES AND PROCUREMENT UNIT**

**END OF 2018 PRESENTATION**

**19<sup>TH</sup> DECEMBER 2018**



# UNIT MEMBERS

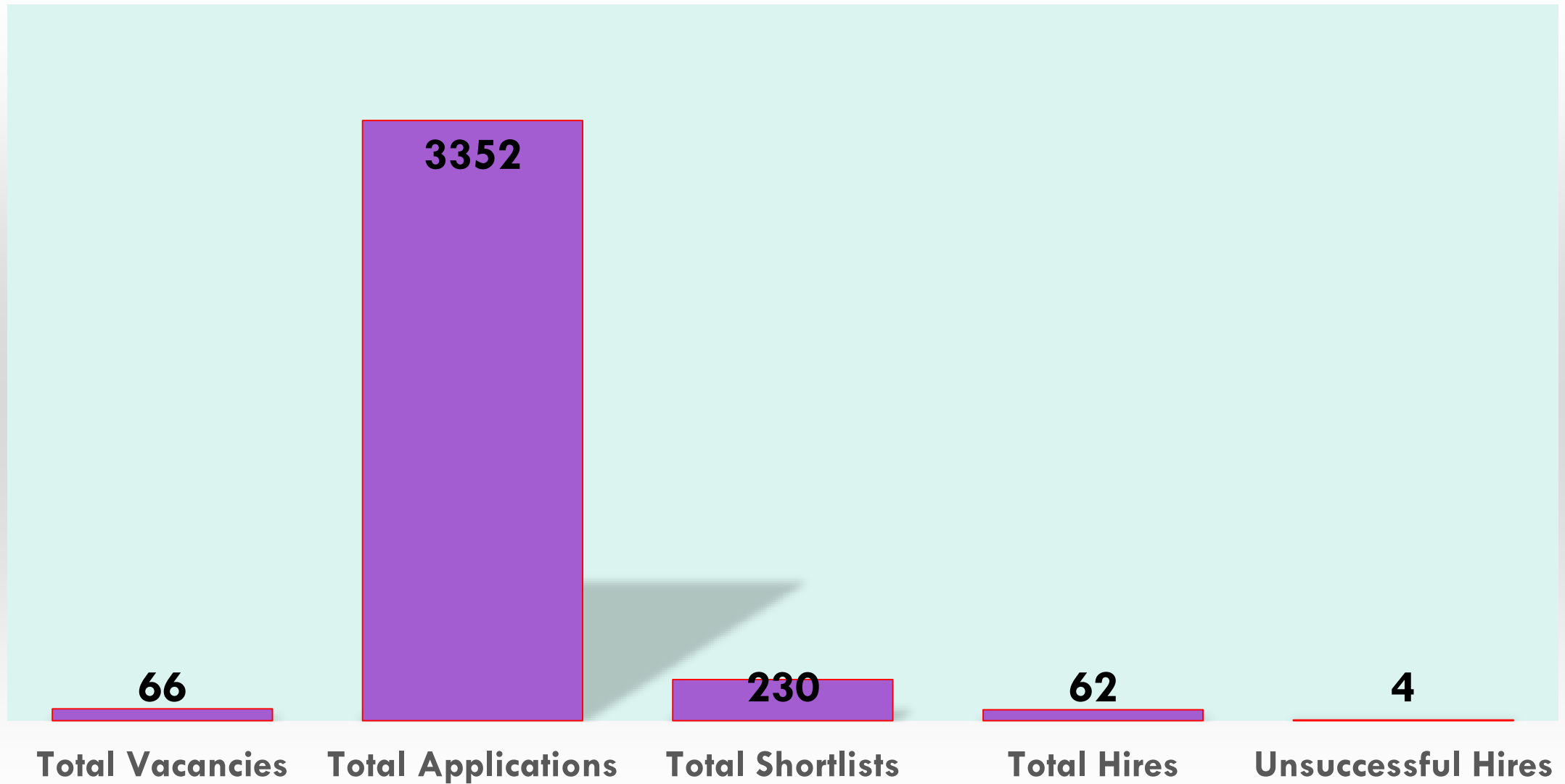
- Walter Richard Alier***
- Namirembe Shanitah Joa***
- Nyende Leticia***
- Mukiibi Leonard***
- Kavira Bwenge***
- Nasra Hassan***
- Esperance Mwizerwa***
- Tuyisenge Jean***
- Adam Buliisa***
- Onzima Richard***
- Otim George***
- Nkiko Munyabaganizi***
- Anguzu Gilbert***
- Habanabashaka Said***

# PRESENTATION LAYOUT

- ❑ *Recruitment and Selection*
- ❑ *Staffing Adjustments*
- ❑ *Policy adjustments*
- ❑ *Performance Management*
- ❑ *Leave*
- ❑ *Workforce Demographics*
- ❑ *Key future considerations 2019+*

# RECRUITMENT STATUS 2018

## 2018 RECRUITMENT CHART



# STAFF ADJUSTMENTS

There were a range of human resources adjustments undertaken to respond to the emerging individual and organisational needs and circumstances.

**Key adjustment during the period included:**

<b>Adjustment</b>	<b>Number of staff (44)</b>
<b>Reassignments</b>	<b>13</b>
<b>Promotions</b>	<b>12</b>
<b>Resignations</b>	<b>11</b>
<b>End of contract terminations</b>	<b>5</b>
<b>Disciplinary terminations</b>	<b>3</b>

# POLICIES

## WORKING LUNCH

- This is provided only when a staff is working in a different duty station where a per diem is not provided
- Working Lunch ranges from Ushs 10,000 (Ten Thousand Uganda Shillings)
- Special Meetings – Lunch should be arranged and a receipt for meals consumed attached and not acknowledgements for working lunch

# CODE OF CONDUCT

- ❖ Our conduct while in agreement with refugee law project
- ❖ Amended to suit most of the daily procedures
- ❖ Mandatory and will be filled on every personnel file thus  
BINDING document

[CODE OF CONDUCT](#)



# VEHICLE HIRE

- ❖ Centralized
- ❖ Rates have been discussed with Service Providers
- ❖ Invoice should be submitted to HR Office before departure –  
No more cash payments for car hire
- ❖ Notify HR unit if there is any change in plan ie for days



# PERFORMANCE APPRAISAL

- End of Probation Evaluation
- End of Project Evaluation
- Annual Performance Evaluation

[RLP Performance Evaluation Form.doc](#)

# LEAVE

## ❖ TYPES OF LEAVE

Annual Leave - 24 Days

Sick Leave – Medical Form for more than 3 Days

Study Leave – Time Table Attached

Compassionate Leave – Not more than 3 Days

Maternity/Paternity Leave – 60/20 Working Days

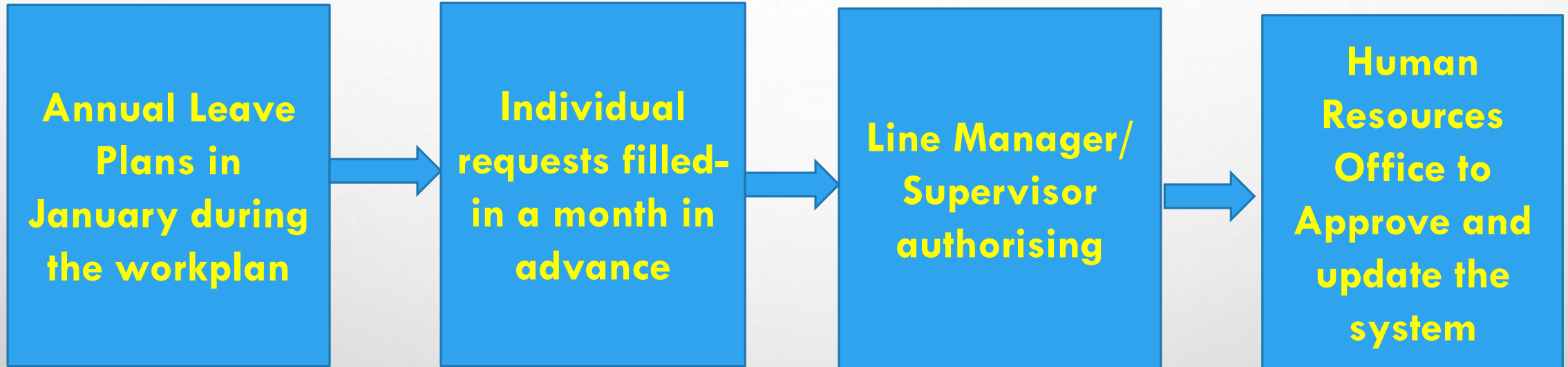
Professional Training Leave – Authorized by the Director/ CAAF

Leave Without Pay – Approved by the Director

Toil – Discussed With Supervisor

# LEAVE CONT'

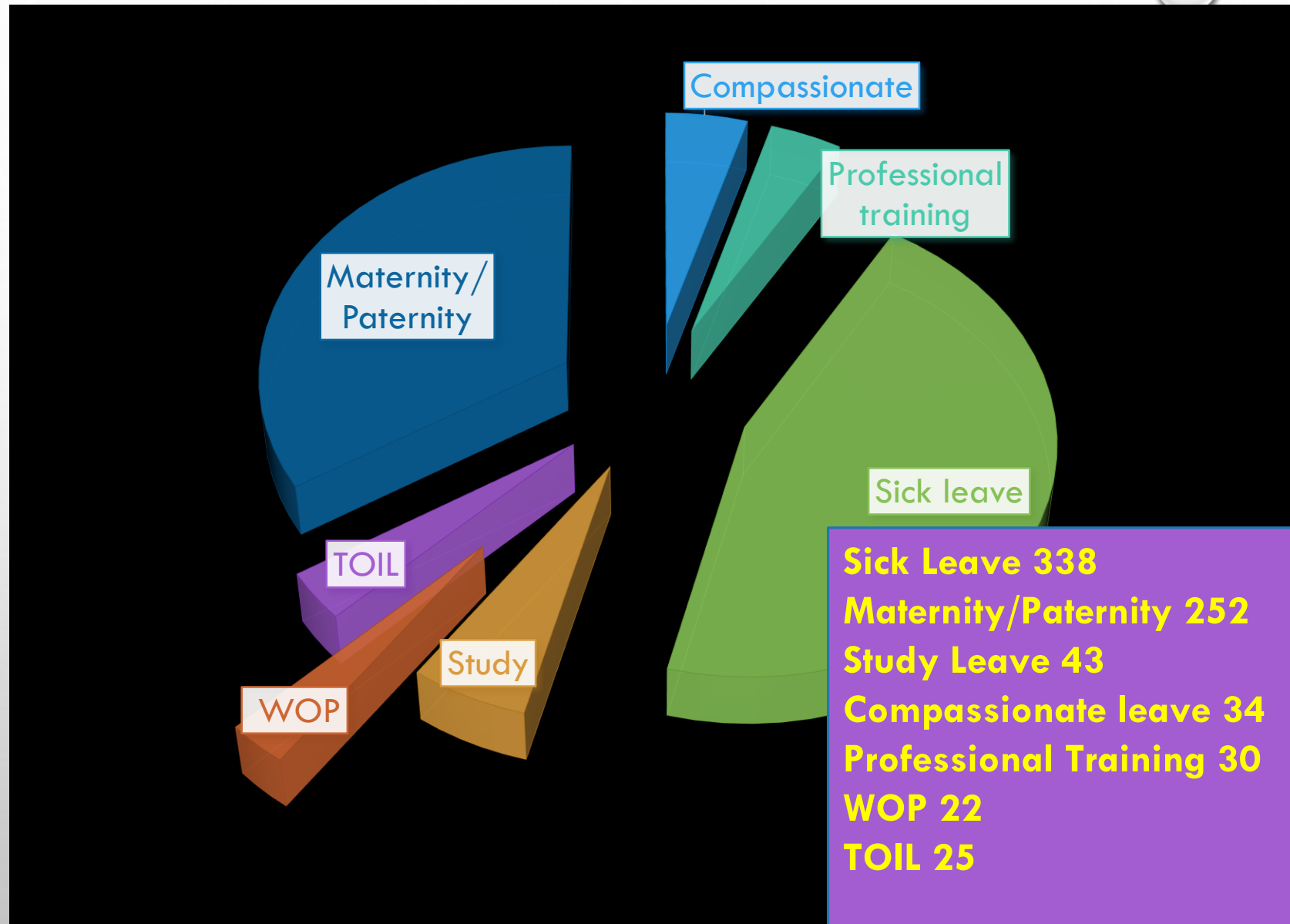
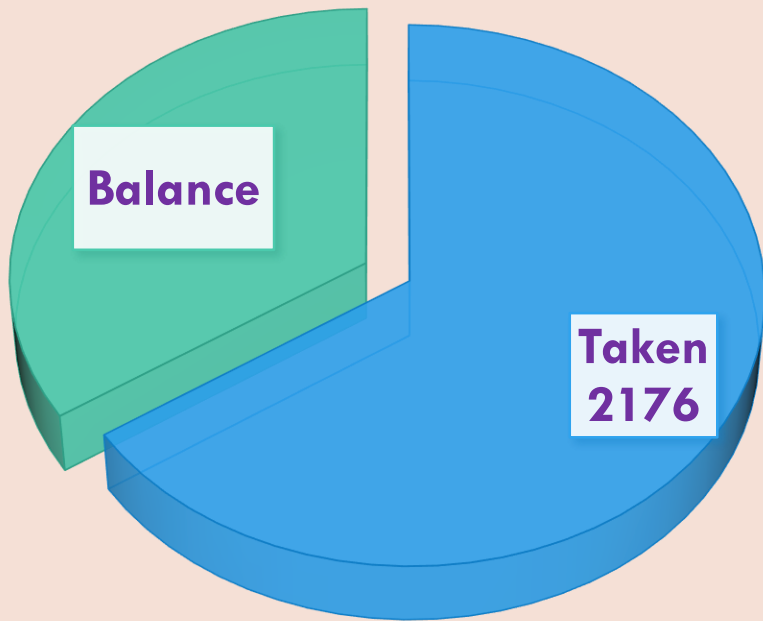
## ❖ PROCEDURE FOR LEAVE APPLICATION



# ANNUAL LEAVE STATUS

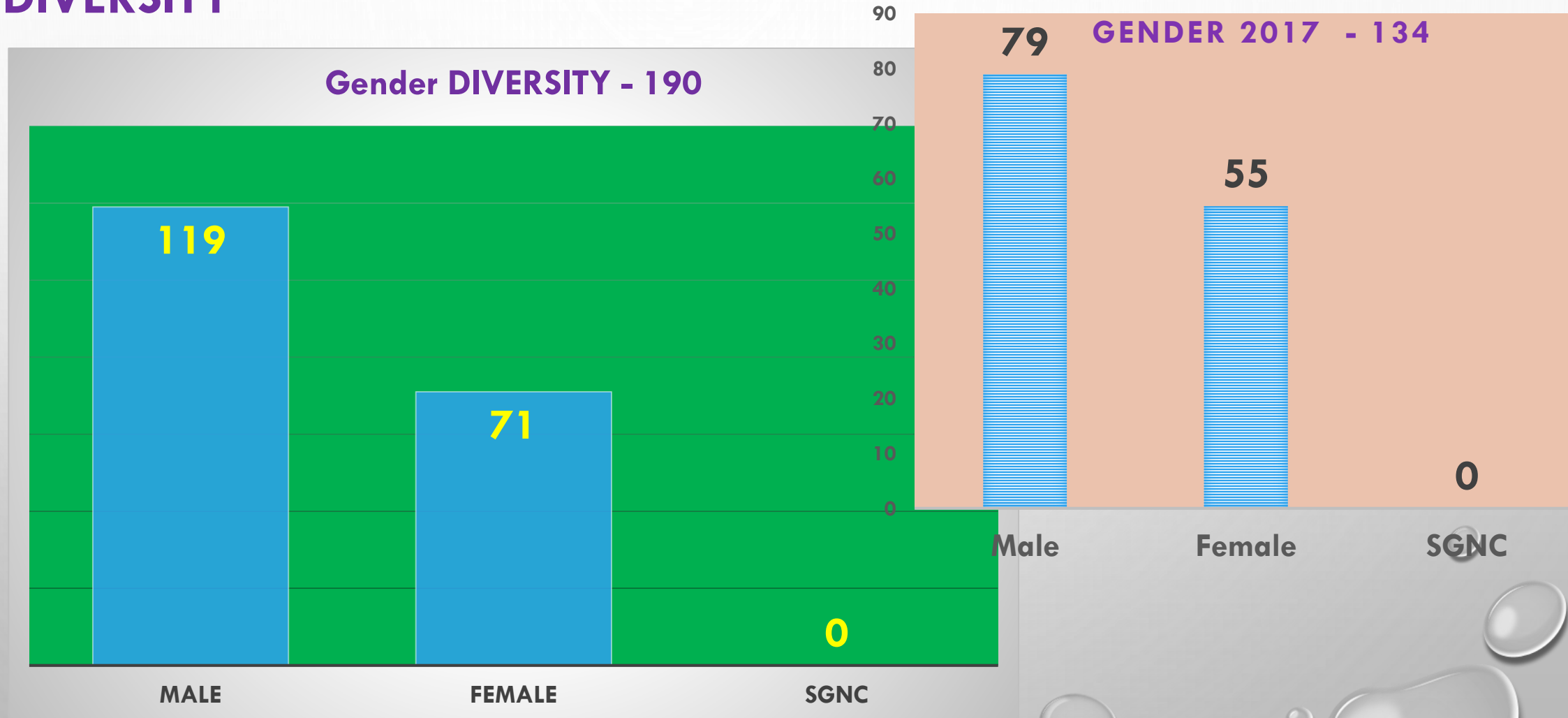
## OTHER LEAVE TYPES

### ANNUAL LEAVE



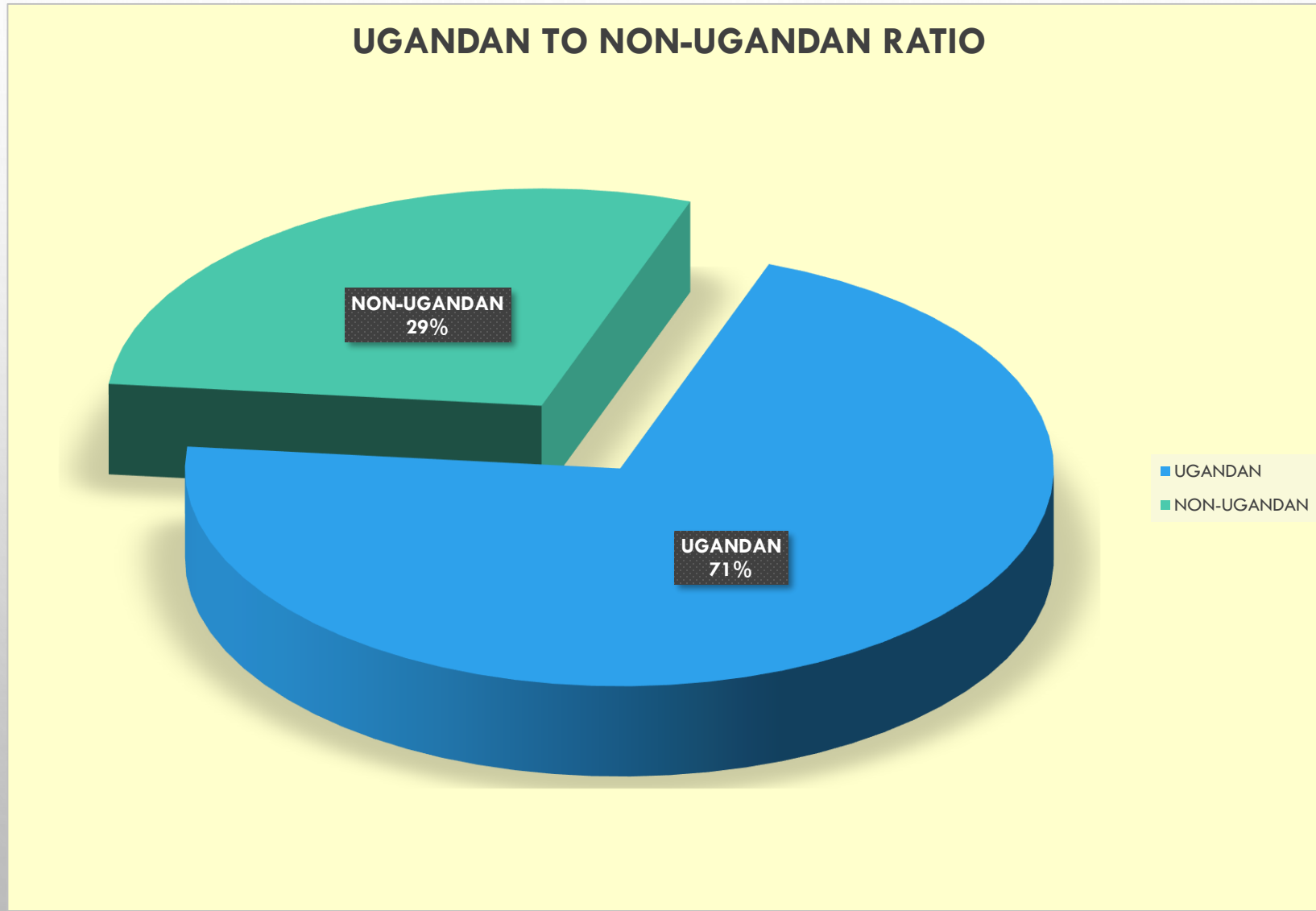
# WORKFORCE DEMOGRAPHICS

## GENDER DIVERSITY



# WORKFORCE DEMOGRAPHICS CONT'

## RATIO OF UGANDANS TO NON-UGANDAN



# PROCUREMENT AND LOGISTICS

## First Quarter

### □ SRHR-EP

NO.	DESCRIPTION	QUANTITY	AMOUNT
1.	HP Pro Book laptop	14 pcs	42,149,634/=
2.	Canon Lide Scanners	3 pcs	1,350,000/=
3.	Fire extinguishers	6 pcs	1,500,000/=
4.	Ups Backups	18 pcs	5,940,000/=
5.	HP LaserJet multipurpose printers	3 pcs	3,385,833/=
6.	100 seater tents	9 pcs	34,200,000/=
7.	Supplementary EFA plastic chairs for Adjumani (80 pcs), Kiryandongo (50 pcs)	130 pcs	1,600,000/=





# PROCUREMENT AND LOGISTICS

## CONT'

First Quarter

### □ SRHR-EP

NO.	DESCRIPTION	QUANTITY	AMOUNT
8.	Plastic tables for EFA Facilitators	9 pcs	1,620,000/=
9.	T-shirts for the commemoration of International Women's Day	470 pcs	1,880,000/=
10.	IEC Materials	-	5,864,701/=
11.	Supplementary equipment for Sauti Audio Studio	-	6,650,000/=
12.	Red and Blue 13 volume law books	10 sets	20,000,000/=
13.	Stationery		7,894,200/=
	<b>TOTAL</b>		<b>134,034,368/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## □ RLP General

NO.	DESCRIPTION	QUANTITY	AMOUNT
1.	Re- printing hidden realities	450 copies	4,801,302/=
2.	Stackable chairs for Gulu office	20 pcs	2,100,000/=
3.	4 seater metallic visitors chairs for Kampala office reception	4 pcs	2,300,000/=
4.	Canon lide scanners	3 pcs	1,007,838/=
5.	Stationery	-	9,536,400/=
	<b>TOTAL</b>		<b>19,745,540/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## Second Quarter

### □ SRHR- EP

NO.	DESCRIPTION	QUANTITY	AMOUNT
1.	Honda Generator. Replacement of lamwo stolen generator	1 pc	7,032,800/=
2.	Tree Planting in Kiryandongo	7,517 seedlings	3,875,200/=
3.	Projectors	3 pcs	5,685,000/=
4.	IEC Materials ( Brochures and Posters)	626 pcs	3,178,920/=



# PROCUREMENT AND LOGISTICS CONT'

NO	DESCRIPTION	QUANTITY	AMOUNT
5.	T-shirts for the Commemoration of World Environment Day on 19 June 2018	450 pcs	13,992,440/=
6.	T-shirts for EFA classes	579 pcs	17,525,360/=
7.	Supplementary plastic chairs for EFA Lamwo	70 pcs	2,310,000/=
8.	T-shirts Banners Caps Wrist bands For the commemoration of World Refugee Day 20 <sup>th</sup> June 2018	450 pcs 7 pcs 400 pcs 600 pcs	6,750,000/= 1,050,000/= 200,000/= 1,680,000/=



## PROCUREMENT AND LOGISTICS CONT'

NO.	DESCRIPTION	QUANTITY	AMOUNT
9.	T-shirts for the commemoration of International Day of Elimination of Sexual Violence in Conflict	600 pcs	10,050,000/=
10.	T-shirts for the Commemoration of International Day of Torture 26 <sup>th</sup> June 2018	600 pcs	10,050,000/=
11.	Video cameras	6 pcs	24,600,000/=
12.	Stationery for Trainings		1,172,400/=
13.	Stationery	-	16,641,700/=
14.	Bill Boards	6 pcs	18,054,000/=
15.	Tree Planting Adjumani		7,000,000/=



## PROCUREMENT AND LOGISTICS CONT'

NO.	DESCRIPTION	QUANTITY	AMOUNT
15.	Motor Vehicles UBD 046J ( Lamwo) and UBD 047J (Adjumani)	2	USD 86,176.32
17.	Motor Vehicle UBD 045J - Kampala	1	USD 55,188.16
18.	Motor Vehicle UBD 043J – Gulu Ambulance	1	USD 64,884.16
19.	Field Office Motorcycles	6	USD 21,442.2
20.	Police Motorcycles	8	USD 2,423,200
21.	Police Motor Vehicles	2	USD 6,507,000
	<b>TOTAL</b>		<b>USD 9,157,890.84</b>



# PROCUREMENT AND LOGISTICS CONT'

## □ RLP General

No.	DESCRIPTION	QUANTITY	AMOUNT
1.	Binding machine- Kampala office	1 pc	850,000/=
2.	Installation of CCTV cameras -Kampala office		6,520,000/=
3.	T- shirts for World Refugee Day - Kampala	30 pcs	450,000/=
4.	Stationery		4,999,500/=
	<b>TOTAL</b>		<b>12,819,500/=</b>





# PROCUREMENT AND LOGISTICS CONT'

## □ UN WOMEN

NO.	ITEM DESCRIPTION	FUNDER	QUANTITY	AMOUNT
1.	Canvas banner T-shirts for the Commemoration of World Refugee Day- Moyo	CERF	1 Pc 50 pcs	150,000/= 848,000/=
2.	T-shirts for the commemoration of International Day of Elimination of Sexual Violence in conflict- Moyo	CERF	50 Pcs	848,000/=



# PROCUREMENT AND LOGISTICS CONT'

## □ UN WOMEN

NO.	DESCRIPTION	FUNDER	QUANTITY	AMOUNT
3	T-shirts for the commemoration of International Day of Victims against Torture- Moyo	CERF	50 Pcs	840,000/=
4.	Branded Caps	CERF	50 Pcs	500,000/=
5.	Branded Caps Banner Adjumani	LEAP	50 Pcs 1 pc	500,000/= 50,000/=
	<b>TOTAL</b>			<b>1,890,000/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter.

### □ SRHR-EP

No	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
1.	IEC Materials	Kiryandongo, Adjumani and Lamwo	4504 pcs	6,904,770/=
2.	Supplementary Filing cabinets	Kiryandongo and Adjumani	4 pcs	2,600,000/=
3.	HP laserjet printer	Innovation Centre- Gulu	1 Pc	1,175,000/=
4.	Digital Cameras	Innovation Centre -Gulu	2 pcs	4,000,000/=



# PROCUREMENT AND LOGISTICS CONT

Third Quarter.

## □ SRHR-EP

No	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
5.	Imac Computers	Innovation Centre - Gulu	2 pcs	13,600,000/=
6.	Canon Photocopier	Innovation Centre - Gulu	1 pc	12,600,000/=
7.	Honda Generator	Innovation Centre – Gulu	1 pc	6,448,000/=
8.	Key boards and mice	Innovation Centre – Gulu	11 pcs	1,540,000/=



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter.

### □ SRHR-EP

No.	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
9.	Dell Monitors	Innovation Centre - Gulu	11 pcs	4,345,000/=
10.	Computing Thin Clients	Innovation Centre Gulu	10 pcs	6,501,800/=
11.	Equipment for Audio studio	Innovation Centre Gulu		7,120,000/=
12.	Panasonic Video Cameras	Innovation Centre Gulu	2 pcs	2,100,000/=
13	Tree Planting	Lamwo	30500 seedlings	25,000,000/=
13.	Filing Cabinets	Innovation Centre Gulu	2 pcs	1,690,000/=
14	Stationery			14,667,540/=



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### □ RLP General

NO.	DESCRIPTION	FUNDER	QUANTITY	AMOUNT
1.	PVSI Protocol hand books size A5	FCO	640 pcs	12,702,464/=
2.	Samsung galaxy Tablets	Provicimis	8 pcs	11,600,000/=
3.	Canon Scanners	Provicimis	4 pcs	1,800,000/=
4.	Laptop HP Probook	General - Anonymous	1 pc	3,275,000/=
5.	Desktop – Finance Unit	General - Anonymous	1 pc	2,900,000/=
6.	Scanner Finance Unit	General - Anonymous	1 pc	450,000/=
	<b>TOTAL</b>			<b>32,727,464/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### UN WOMEN

NO	DESCRIPTION	FUNDER	QUANTITY	AMOUNT
1.	Office Desks	LEAP	4 Pcs	1,920,000/=
2.	Filing Cabinets	LEAP	4Pcs	2,200,000/=
3.	Dell Desktops	LEAP	2 Pcs	6,100,000/=
4.	HP LaserJet Printers	LEAP	2 Pcs	2,350,000/=
5.	HP Probook Laptop	LEAP	4 Pcs	11,900,000/=
6.	Office Desks	CERF (A2J)	2 Pcs	960,000/=
7.	Filing Cabinets	CERF (A2J)	2 Pcs	1,100,000/=
8.	HP LaserJet Printer	CERF (A2J)	1 Pc	1,175,000/=
9.	HP Probook Laptop	CERF (A2J)	4 pcs	11,900,000/=





# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### □ UN WOMEN

NO.	DESCRIPTION	FUNDER	QUANTITY	AMOUNT
10.	Secretarial Chairs	LEAP	6 Pcs	1,680,000/=
11.	Honda Generator	LEAP	1 Pc	6,448,000/=
12.	Stackable Chairs	LEAP	6 Pcs	660,000/=
13.	EFA Plastic Chairs	LEAP	126 Pcs	4,284,000/=
14.	Fire proof Safe-Yumbe	LEAP	1 Pc	1,100,000/=
15.	100 Seater Tent	LEAP	1 pc	3,300,000/=
16.	Sony Digital Cameras	LEAP	6 Pcs	2,850,000/=



# PROCUREMENT AND LOGISTICS CON'T

## Third Quarter

### □ UN WOMEN

NO.	DESCRIPTION	FUNDER	QUANTIT Y	AMOUNT
17.	Fire proof safe – Adjumani and Moyo	CERF (A2J)	2 Pcs	2,200,000/=
18.	Secretarial Chairs	CERF (A2J)	2 Pcs	560,000/=
	100 Seater Tent	CERF (A2J)	1 Pc	3,300,000/=
19.	EFA Plastic Chairs	CERF (A2J)	126 Pcs	4,284,000/=
	<b>TOTAL</b>			<b>70,271,000/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### □ European Union

No.	DESCRIPTION	QUANTITY	AMOUNT
1.	Secretarial Chairs	6 pcs	1,680,000/=
2.	Filing Cabinets	3 pcs	1,650,000/=
3.	HP LaserJet Printer	1 pc	1,175,000/=
4.	HP Probook Laptop	5 pcs	14,875,000/=
5.	Office Desks	6 pcs	2,880,000/=
6.	Reception Desk	1 pc	700,000/=
7.	Stackable Chairs	12 pcs	1320,000/=
8.			
9.	Fire Extinguishers	4 pcs	1,280,000/=
10.	Stationery		2,865,700/=



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### □ European Union

No.	DESCRIPTION	QUANTITY	AMOUNT
11.	Fire proof safe	1 pc	1,100,000/=
12.	IEC Materials	128 pcs	3,120,000/=
	<b>TOTAL</b>		<b>32,645,700/=</b>
13.	Motor cycles	3	USD 13,485
	<b>TOTAL</b>		<b>USD 13,485</b>



# PROCUREMENT AND LOGISTICS CONT'

## Third Quarter

### □ DGF

No.	DESCRIPTION	QUANTITY	AMOUNT
1.	Printing Compendium	1000 copies	16,706,440/=
2.	Stationery		5,558,600/=
	<b>TOTAL</b>		<b>22,265,040/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## Fourth Quarter

### □ SRHR-EP

No.	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
1.	T-shirts for EFA Learners	Adjumani, Kiryandongo and Lamwo	540 pcs	9,720,000/=
2.	Studio Tripod stands	Innovation Centre- Gulu	2 pcs	800,000 /=-
3.	Printing Training manuals		600 copies	5,334,072/=
4.	Printing SRHR-EP User guide		3000 copies	31,325,460/=
5.	Bill Boards	Kiryandongo , Adjumani and Lamwo	6 pcs	18,054,000/=



# PROCUREMENT AND LOGISTICS CONT'

## Fourth Quarter

### □ SRHR-EP

No.	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
6.	EFA learners Branded Bottles	Kiryandongo, Adjumani and Lamwo	1000pcs	9,500,000/=
7.	Tshirts for the commemoration of World Aids Day	Kiryandongo, Lamwo and Adjumani	450 pcs	8,100,000/=
8.	T-shirts and Banners for the commemoration of International Human Rights Day 10 <sup>th</sup> / 12/2018	Kiryandongo, Lamwo and Adjumani	450 Pcs	8,100,000/=





# PROCUREMENT AND LOGISTICS CONT'

## Fourth Quarter

### □ RLP General

NO	DESCRIPTION	FUNDER	QUANTITY	AMOUNT
1.	Secretarial Chairs for Finance	General Anonymous	2 pcs	600,000/=
2.	Laptop HP ProBook	General-Provictimis	1 pc	2, 095,000/=



# PROCUREMENT AND LOGISTICS CONT'

## Fourth Quarter

### □ UN Women

NO.	DESCRIPTION	FUNDING SOURCE	QUANTITY	AMOUNT
1.	T-Shirts for 16 days of Activism (Elimination of Sexual Violence Against Women	CERF (A2J)	350 pcs	6, 300,000/=
2.	T-shirts and Banners for the commemoration of International Human Rights Day 10 <sup>th</sup> / 12/2018	CERF (A2J)	400 Pcs	7,575,000 /=
	<b>TOTAL</b>			<b>13,875,000/</b>



# PROCUREMENT AND LOGISTICS CONT'

## Fourth Quarter

### □ DGF

No.	DESCRIPTION	LOCATION	QUANTITY	AMOUNT
1.	IEC Materials- Brochures in English, Kinyarwanda, Somali, Swahili and French	Kampala, Hoima, Kyangwali, Mbarara and Nakivale	20,800 copies	12,224,800/=
2.	Stationery			7,173,500/=
	<b>TOTAL</b>			<b>19,398,300/=</b>



# PROCUREMENT AND LOGISTICS CONT'

## □ DONATION FROM DGF

NO	DESCRIPTION	QUANTITY	LOCATION
1.	Sony Digital Cameras	6 pcs	Gulu, Kitgum, Mbarara, Nakivale, Hoima and Kyangwali
2.	Secretarial Chairs	8 Pcs	2 Kampala and 6 Gulu
3.	Office Tables	4	2 kampala and 2 Gulu
4.	Filing Cabinets	3	1 Kampala and 2 Gulu



# PROCUREMENT AND LOGISTICS CONT

## □ DGF DONATION

NO.	DESCRIPTION	QUANTITY	LOCATION
5.	Motorcycles	2	1 Gulu and 1 Nakivale
6.	100 Seater Tent	2 pcs	1 Nakivale and 1 Kyangwali
7.	Plastic Chairs	200 pcs	100 Nakivale and 100 Kyangwali
8.	UPS Backups	6 pcs	



# PROCUREMENT AND LOGISTICS CONT'

## □ DONATION FROM DGF

NO.	DESCRIPTION	QUANTITY	LOCATION
9.	printers	2 Pcs	Mbarara and Hoima
10	Desktops	6 pcs	Kyangwali, hoima, Mbarara, Nakivale Gulu



# KEY FUTURE CONSIDERATIONS/PRIORITIES INTO 2019

- I. Facilitate learning, training and development to meet future organisational needs through professionalizing internal trainings – Breakfast seminars
- II. Strengthen human resource management practices, tools and capacity through sensitization of staff about existing policies
- III. Revision of human resources tools
- IV. Quarterly field visits to check on working environment and address emerging performance and other HR issues



**THANK YOU FOR LISTENING**

**MERRY XMAS**

**AND A**

**REWARDING 2019**

**ENJOY WISELY**

