

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
OFFICE OF HUMAN RESOURCES**

1.0. Brief Summary

The office of the Human Resource has two staff; Ms Josephine A. Opolot – Head of Human Resource and Ms. Ssozi Priscila – Administrative Assistant. The office engages in many activities to ensure proper functionality of the College and welfare of staff as indicated below;

1. Providing professional (technical) support and advise to the College on HR matters
Developing and coordinating employee work targets for the College
2. Planning, budgeting and making an account of HR
3. Coordinating the training and development activities for the College Staff
4. Coordinating procedures for recruitment, confirmation, promotion, discipline and grievances in the College
5. Reviewing and monitoring performance management and control system
6. Monitoring the application of HURIS in the College
7. Assisting the Principal in the execution of College administrative function
8. Coordinating and Managing the College Staff exit from the University service
9. Secretariat to the Establishment and Appointments Committee of the College
10. Producing quarterly and annual reports on Human Resource issues in the College
11. Linking the College with the University Management on Human Resource issues
12. Any other related duties as may be assigned by the Principal

1.1. Capacity of the College of Humanities and Social Sciences

Table 1: Staffing as of June, 2011

Category of staff	Number	Remarks
Professors and Associates	28	The list is still being updated
Senior Lectures, Lecturers, Assistant Lecturers, Teaching Assistant Lecturers	270	The list is still being updated
Part time Lecturers including Relief Teaching Assistants.	66	Recommendations to regularise the appointments for those who qualify
Administrators who are not academicians	15	The list is still being updated
Support Staff with college employees inclusive	200	The list is still being updated
Total	579	

2.0. Tasks performed in 2011

Table 2

	Tasks performed	Remarks
1	Opening files for College Support Staff and staff recruited and paid by the College	<ul style="list-style-type: none"> • On going

2	Writing reports and minutes for committees in which I am a secretary	<ul style="list-style-type: none"> • Successfully done
3	Coordinated the College with the University in the recently concluded exercise on the regularisation of staff on temporary terms of employment.	<ul style="list-style-type: none"> • successfully done • Some staff were not regularised, a follow up is still on going
4	Carried an audit of college support staff	<ul style="list-style-type: none"> • On going
5	Transferred some support staff within the college from one unit to another. This is done to check redundancy/shortages in some units among others	<ul style="list-style-type: none"> • On going • Met stiff resistance from some heads who would not accept their staff to be moved away
6	Held number of meetings with different categories of staff on issues of and challenges of Human Resource	<ul style="list-style-type: none"> • Successfully done and still On going
7	Coordinated, guided and attended, different categories of staff on issues and procedures of recruitment, confirmation, promotion, study leave and transfers	<ul style="list-style-type: none"> • On going task
8	Coordinated the College with the DHR on the issues of Human Resource eg requests for information of Human Resource nature	<ul style="list-style-type: none"> • Successfully done • On going • Delay of submission of information from the responsible Heads
9	Reviewed and compiled staff lists according to different categories staff as indicated on the table 1 above	<ul style="list-style-type: none"> • Lists appended at C1- C6
10	Drafted and budgeted for the Office and submitted the draft budget	<ul style="list-style-type: none"> • Successfully done
11	Made follow ups on recommendations from the Committees involved	<ul style="list-style-type: none"> • fairly and still on going
12	Met with individual support staff to discuss on their working relationships and duties	<ul style="list-style-type: none"> • Has been successful and still on going
13	Provided technical advice on Human Resource matters at meetings called upon to give information.	<ul style="list-style-type: none"> •
14	Attended to a few minor disciplinary cases with the support staff	<ul style="list-style-type: none"> • Successfully done
15	Coordinated, gathered and submitted to DHR information as required, among which were information on: <ul style="list-style-type: none"> - staff data for updating staff records, - Staff development plan, - Staff on study leave - Particulars for some staff for decision making purposes 	<ul style="list-style-type: none"> • Successfully done, all staff information, academic and non academic collected and submitted

- Minutes proceedings from Establishment and Appointments Committee Meetings - etc	
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2.0 Developments in Staffing

2.1. Staff Promotions

Source: University Intranet

1. Dr. Julius Kikooma, Department of Educational, Organizational and Social Psychology, was promoted to the rank of Senior Lecturer.
2. Dr Eddy Joshua Walakira, Department of Social Work and Social Administration, was promoted to the rank of Senior Lecturer.
3. Dr. Wilfred Lajul, Department of Philosophy and Development Studies, was promoted to the rank of Senior Lecturer.
4. Dr. Mercy Mirembe Ntangaare, Department of Performing Arts and Film, was promoted to the rank of Associate Professor
5. Dr. Florence Nansubuga, Department of Educational, Organisational and Social Psychology, was promoted to the rank Lecturer.
6. Dr. Sabiti Makara, Department of Political Science and Public Administration, was promoted to the rank of Associate Professor.
7. Dr. William Muhumuza, Department of Political Science and Public Administration, was promoted to the rank of Professor.
8. Dr. Murindwa Rutanga, Department of Political Science and Public Administration, was promoted to the rank of Professor.
9. Dr. Stella Nyanzi was appointed Research Fellow, Makerere Institute of Social Research.

2.2. Appointments

1. Dr. Aaron Mushengyezi, Ag Chair, Department of Journalism and Communication
2. Ms Sheila Clara Kalubya, Assistant Lecturer on Contract, department of Journalism and Communication
3. Mr. Gerald Walulya, Assistant Lecturer on Contract, department of Journalism and Communication
4. Dr. Patricia Litho, Lecturer on contract, department of Journalism and Communication
5. Dr. Steven Collins, Honorary Lecturer, department of Journalism and Communication
6. Ms. Hasifa Kabejja, Communications Officer, to CHUSS

Source: University Intranet

7. Dr. David Kyaddondo, Senior Lecturer, was appointed Head, Department of Social Work and Social Administration.
8. Mr. Deo N. Katono, Lecturer, was appointed Ag. Head, Department of History, Archeology and Organizational Studies.

3.0 Transfers

Source: University Intranet

1. Human Resource Officer, College registrars, College Librarian, Web administrator, Assistant Accountant Officers transferred from various units to CHUSS
2. Mr. Atanancius Bazekuketa, driver, from School of Social Sciences to the Office of Vice Chancellor
3. Mr. Isaac Okello, custodian from Lumumba Hall to School of Women and Gender Studies
4. Ms. Priscilla Ssozi, an administrative Assistant, from International Office to Human Resource Office, CHUSS

3.1 Resignations

Source: University Intranet

1. Rev. Fr. Dr. Philip Lokel's resignation as Lecturer, Department of Religion and Peace Studies, was accepted effective 31st August, 2011.
2. Rev. Dr. Medard Rugyendo's resignation as Lecturer, Department of Religion and Peace Studies, was accepted effective 31st August, 2011.
3. Dr. George W. Lugalambi's resignation from the post of Senior Lecturer, Department of Journalism and Communication, was accepted with effect from 1st June, 2011.

NOTE: As noted section 3 is compiled from the University intranet.

Projected Activities

1. To hold workshops for different categories of staff to enhance working skills
2. Reviewing and drafting Job descriptions for various categories of job families
3. Conducting training needs assessment for the support staff.