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Manufacturers of Flexible Packaging Materials
(P.P, Woven Bags, Polythene Bags, Laminated Films and BOPP Films)

JOB ADVERT, 28TH FEBRUARY TO 10TH MARCH 2023

LOOKING FOR A CAREER, REPUTATION AND SUCCESS? THEN JOIN LUUKA PLASTICS LIMITED

Luuka Plastics Ltd. is the Leading Manufacturer of high quality flexible packaging materials and plastic products in East Africa.

We are currently looking for competent candidates to fill the following position that exists in our group;

2. JOB TITLE: HUMAN RESOURCE OFFICER, PERFORMANCE MANAGEMENT SYSTEMS, REF: LPL/HRO-PMS/28/02/2023

Reporting to the Human resource manager, the successful candidate will;

1. Review and implement the performance management systems, tools, mid-year and end year performance reviews and present the performance reports to management.
2. Align organizational strategic objectives to departmental performance indicators and guide line managers on implementing, measuring and achieving the same.
3. Train line managers and staff in performance management systems, tools and processes
4. Execute other human resource management functions including recruitment, talent development, training, employee welfare and disciplinary handling procedures.
5. Submit weekly reports to the supervisor and participate in all internal and external audits accordingly
6. Perform any other duties assigned by the supervisor.

Education qualifications & experience

- A Bachelor's degree in Human Resource Management, Organizational Psychology or any other related discipline from a recognized institution of higher learning
- A certificate in performance management systems and knowledge of the balanced score card systems is an added advantage.
- A post graduate qualification in Human Resource Management.
- Minimum 3years' experience in a similar role in a manufacturing or busy organization

Skills and professional competences required

- Coaching, counselling, training, computer proficiency, self-drive, effective communication skills, excellent customer care, sound decision making skills and ability to work in the field.