

CURRICULUM VITAE

NAME: FLORA RUKUNDO DDAMBA

DATE OF BIRTH: 2ND JANUARY 1981

NATIONALITY: UGANDAN

MARITAL STATUS: MARRIED

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Professional Profile

I am a qualified and dynamic Human Resources practitioner with more than 17 years of professional experience across diverse sectors in the Corporate, NGO and Academia. I have proven expertise in Leadership, management and administration, recruitment, strategic plan development, man power planning, team building, fundraising, corporate governance, Advocacy, Networking, conflict management and contract management among others.

I am a transformational leader committed to building high-performing teams and enhancing employee experience.

Key Skills

- Strategic HR Planning
- Talent acquisition and retention
- Employee relations and engagement
- Leadership Development
- Performance Management
- Very good communication skills
- Excellent planning and coordination skills
- Excellent Networking skills
- Very good administrative skills
- People management skills

EDUCATIONAL QUALIFICATIONS

2010-2012: Master's Degree of Management studies, Uganda Management Institute.

2008 –2009: Post Graduate Diploma (Human Resource Management) Uganda Management Institute.

2000-2003: Bachelor of Social Sciences Degree, Makerere University.

Human Resource Business Partnering Certification: By World Vision International

Member Human Resource Managers' Association of Uganda

Trainings and Short courses Attended

- Leadership development and succession planning
- Best practices for setting performance standards, conducting performance reviews and providing feedback.
- Techniques for effective recruitment, interviewing and selection process
- Training on labor laws, anti-discrimination, workplace regulations and employee rights.
- Global Leadership and management
- Certificate in Counseling
- Several certificates in Customer care

PROFESSIONAL EXPERIENCE

- **July 2025 – up to date:** Director Human Resource & Management, Uganda Technology & Management University (UTAMU)
- **December 2023- May 2025:** Head Human Resources, Kampala University
- **April 2022- November 2023:** People & Culture World Vision Uganda
- **March 2020- March 2022:** Human Resource Manager. Samaritan's Purse International Relief
- **August 2014- To 2020:** Human Resources & Administration Manager, Share an Opportunity Uganda
- **December 2009 – To July 2014:** Human Resource Generalist, Send a Cow Uganda
- **October 2003 – November 2009** National Water & Sewerage Corporation: Commercial Officer.

Key Deliverables

- Strategic planning and monitoring of the human resource management functions at the workplace.
- Develop strategies, systems and procedures to attract, develop and retain competent staff, while ensuring good work code and adherence to approved policies.
- Manage employee relations, performance management, and staff development through effective communication and problem resolution.
- Advise management on policies and all matters relating to Human Resource & Administration management, development and establishment in the organization.
- Plan and manage human resources and administrative procedures including continuous review of the terms and conditions of services for the staff.
- Ensure a healthy working environment for employees in accordance with the Employment, Health and Safety Act.
- Carry out budgeting for the department and coordinate the annual performance appraisals for staff.
- Initiate and administer an effective and efficient Human Resources training and development policies
- Administration of policies, rules and regulations for enforcing adherence to proper procedures and discipline among staff.
- Efficient management of organization assets.

SUMMARY OF KEY PROFESSIONAL ACHIEVEMENTS

1. Talent Acquisition Success: Successfully reduced time-to-fill for key positions through the implementation of a streamlined recruitment process and leveraging technology
2. I ensure that I have proper work plans, budgets and proper department documentation aligned to the annual strategic objectives and goals of the entity.
3. Employee Retention Rates: Spearheaded an employee engagement initiative that increased retention of staff and motivation of staff.

4. Training and Development Programs: Engaged staff in training programs that improved employee skills which led to an increase in productivity metrics across departments.
5. Diversity and Inclusion Initiatives: Implemented a diversity recruitment strategy that increased the representation of PWDs fostering a more inclusive workplace culture.
6. Performance Management System Overhaul: I have always ensured proper performance management system and feedback mechanisms that improved employee satisfaction.
7. Compliance and Risk Management: Successfully navigated complex labor law changes, ensuring compliance and avoiding potential legal issues, which saved the company from costly penalties.
8. Employee Wellness Programs: In several places I have initiated a wellness program that resulted in a decrease in health insurance claims and improved overall employee well-being.
9. Change Management Leadership: I have played a key role in leading organizational change during a transition of projects, facilitating effective communication and integration strategies.
10. Employee Satisfaction Surveys: Conducted employee satisfaction surveys and acted on feedback, leading to an increase in overall job satisfaction.
11. Crisis Management: Led HR efforts during a crisis especially during COVID, ensuring business continuity, employee safety, and effective remote work policies.
12. Policy Development: In many places I was part of the team that documented the HR Manual and implemented HR policies and procedures that enhanced workplace culture and ensured legal compliance, receiving positive feedback from employees and management.
13. Community Engagement: Established partnerships with local educational institutions for internship programs, enhancing the University's brand while providing valuable opportunities for students

LANGUAGE PROFICIENCY

English (Excellent), French (Fair), Luganda (Excellent), Runyakitara (Excellent)

Referees: Contacts to be availed upon request

