

ERIC KINTU

Senior Human Resource and Administration Officer

Professional Profile

Strategic and results-driven Human Resource and Administration Executive with over 10 years of progressive leadership experience spanning HR strategy, organizational development, workforce performance management, and multi-branch operations management. Holder of a Master of Public Administration & Management with demonstrated expertise in workforce leadership, policy design, compliance management, stakeholder engagement, and KPI-driven performance frameworks. Committed to advancing institutional excellence through strategic human capital management and organizational governance.

Core Competencies

Strategic Human Resource Management • HR Policy Development & Compliance • Talent Acquisition & Workforce Planning • Performance Management Systems • Organizational Development & Change Management • Employee Relations & Conflict Resolution • Training Needs Assessment & Capacity Building • Public Sector Governance & Administration • Budgeting & Resource Management • Monitoring, Evaluation & Reporting

Leadership Experience

Senior Human Resource & Operations Executive

10+ years of leadership across NGO and private sector institutions with demonstrated expertise in:

Managed and supervised 50+ field and branch staff with demonstrated commitment to staff development and institutional goals

Improved workforce productivity by over 30% through structured performance systems, coaching, and development initiatives

Achieved 95% reporting compliance rate through comprehensive KPI tracking frameworks and monitoring systems

Maintained 100% financial accountability with zero audit queries, demonstrating commitment to institutional integrity

Reduced employee turnover by approximately 20% through strategic HR interventions and employee engagement programs

Educational Qualifications

Master of Public Administration & Management – Makerere University (2012-2014)

Bachelor of Human Resource Management – Makerere University (2008-2012)

Technical Proficiency

HR Systems: HRIS, Payroll Administration, Recruitment & Applicant Tracking Systems (ATS), Performance Management & KPI Dashboards

Software: Microsoft Excel (Advanced), Microsoft Office Suite, Google Workspace, Budget Tracking & Financial Reporting Tools, Monitoring & Evaluation Systems

Professional Development

Certificate in Procurement & Logistics (2011)

Certificate in Training of Trainers (2016)

Certificate in Improving Healthcare Quality (2018)

Languages

English (Fluent) • Luganda (Fluent) • Lusoga (Fluent) • Kiswahili (Good)

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