

CATE KIISA SSEMAKULA

— MANAGER HUMAN RESOURCE MANAGEMENT & ADMINISTRATION —



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ABOUT ME

I am Self motivated professional Human Resource and Administration expert with over twenty years extensive working experience in busy civil society and dynamic growing organisations and relating well with multi-sectoral staff. Vast experience in human resources management, administration, capacity building, Strategy formulation, team building, mentoring, handling employee grievances, Staff welfare, disciplinary measures, Monitoring staff performance/evaluation.

EDUCATION

MBA

East and Southern African Management Institute (ESAMI) / Arusha / 2007

I was awarded a Masters Degree of Business Administration after effective defense of Theses on "THE EFFECTIVENESS OF A DECENTRALISED DEMAND-DRIVEN SERVICE DELIVERY FOR AGRICULTURAL ADVISORY

WORK EXPERIENCE

Uganda Vocational and Technical Assessment Board (UVTAB)

**Mar 2025 - Present
Kampala**

MANAGER HUMAN RESOURCE MANAGEMENT & ADMINISTRATION

I am currently working with the Uganda Vocational and Technical Assessment Board (UVTAB) as Manager Human Resource Management and Administration. I am responsible for the general Administration and Human Resource in UVTAB and focus on the functional areas of Human Resource Management, Administration Support Services, Stores Management and Estates Management. I have a wealth of over 20 years hands on working experience in human resources management, administration, capacity building, Strategy formulation, team building, mentoring, handling employee grievances, Staff welfare, disciplinary measures, Monitoring staff performance/evaluation, overseeing proper maintenance of organisation assets, management of transport, travel, procurement and management of various cultures.

Uganda Business and Technical Examinations Board (UBTEB)

**Nov 2020 - Mar 2025
Kampala**

MANAGER HUMAN RESOURCE AND ADMINISTRATION

The roles included among others managing the organization's workforce and ensuring its effective utilization. Key areas included recruitment, employee relations, training and development, compensation and benefits, performance management, and compliance with Human Resource/Administrative policies & Guidelines within the government framework. I also played a crucial role in strategic planning, organizational culture, and employee retention.

SERVICES ON POVERTY
ALLEVIATION IN UGANDA
WITH REFERENCE TO
NATIONAL AGRICULTURAL
ADVISORY SERVICES"

BBA
Islamic University in Uganda /
Mbale / 2005

I was awarded a Bachelors Degree in
Public Administration (majoring in
Human Resource Management) after
defending dissertation entitled
"Effectiveness of National Agricultural
Advisory Services in alleviation of
Poverty in Uganda"

HIGHER NATIONAL
DIPLOMA
Association of Professional
Accountants (APAS) / Kampala /
1991

I acquired a Higher Diploma in
Stenography (Secretarial Studies) with
proficiency in Typewriting 50 words
per minute and Short hand 100 words
per minute.

SKILLS

Communication Skills

Negotiation Skills

Conflict Resolution

Time Management

HR Data Analysis

Problem Solving

Employee Relations

Uganda Business and
Technical
Examinations Board
(UBTEB)
Feb 2014 - Nov 2020
Kampala

Uganda Business and
Technical
Examination Board
(UBTEB)
Apr 2012 - Oct 2012
Kampala

Uganda Business and
Technical
Examinations Board
(UBTEB)
Apr 2014 - Oct 2014
Kampala

Uganda Business and
Technical
Examination Board
(UBTEB)
Apr 2012 - Jun 2018
Kampala

PRINCIPAL HUMAN RESOURCE &
ADMINISTRATIVE OFFICER
I was responsible to provide technical support to the
Deputy Executive Secretary Finance, Human Resource
and Administration in matters of Human Resource and
Administration. Specific focus was to managing Human
Resource policies, strategies, procedures and regulations;
Initiate the development and revision of Human
Resource policies, procedures and practice; fesponsible
for the recruitment and training of staff among others

AG. DIRECTOR HUMAN RESOURCE,
FINANCE AND ADMINISTRATION
The roles involved among others to plan, develop and
Coordinate Implementation of Board policies and
systems for Human Resource, Finance and
Administration. I provided support to the Executive
Secretary in the preparation of Board meetings, writing
Board minutes and implemented Board decisions. I
deputised the Executive Secretary whille away on official
assignments and coordinated recruitment of additional
examination staff.

SENIOR HUMAN RESOURCE AND
ADMINISTRATIVE OFFICER
The key role was to plan and manage the Human
Resource (HR) and Administrative functions. Specific
focus was to to Manage the Personnel training and
capacity building function; · tender advice to
management on administrative & Human Resource
matters; (Manage staff entry retention and exit), oversee
provision and maintenance of all UBTEB Secretariat
assets, equipment and other office utilities (Establish
Administrative Systems) and manage HR terms &
conditions of service (Sensitise and implement HR
Manual).

CHAIRPERSON CONTRACTS COMMITTEE
Performed the roles in accordance with Section 28, 29,
other provisions and adjoining regulations in the PPDA
Act No. of 2003. Specific roles included among others;
Adjudication of recommendations from the
Procurement and Disposal and Unit and award
contracts; approved the Evaluation Committee;
approved bidding and contract documents; approved
procurement and disposal procedures; ensured that the
best practices in relation to procurement and disposal
are strictly adhered to by procuring and disposal entities
ensur compliance with the PPDA; and liaised directly
with the Authority on matters within its jurisdiction.

Teamwork

Leadership

CONFERENCES ATTENDED

43RD AAPAM ANNUAL ROUNDTABLE CONFERENCE

Dec 2024

/ KAMPALA

42ND AAPAM ANNUAL CONFERENCE

Dec 2023

/ LUSAKA

41ST AAPAM ANNUAL CONFERENCE

Dec 2022

/ CAPE TOWN

40TH AAPAM ANNUAL CONFERENCE

Dec 2019

/ CAIRO

39TH AAPAM ANNUAL CONFERENCE

Nov 2018

/ GABORONE

38TH AAPAM ANNUAL CONFERENCE

Nov 2017

/ AL JADIDA

35TH AAPAM ANNUAL CONFERENCE

Nov 2013

/ KIGALI

National
Agricultural
Advisory Services
(NAADS)

Apr 2005 - Feb 2011
Kampala

National
Agricultural
Advisory Services
(NAADS)

Jan 2001 - Jun 2005
Kampala

National
Agricultural
Research
Organisation
(NARO)

Mar 1995 - Jan 2001
Kampala

ADMINISTRATIVE OFFICER/HR

I was responsible for taking lead in the Human Resource/Administrative Management function of the organisation. i.e Administer matters related to Human Resource (Recruitment, Staff welfare i.e leave, Gratuity, Staff contracts, Staff performance Appraisal, Human Resource Training, Health & Safety, transport, travels and other entitlement in accordance with the Organisation Terms and Conditions of Services.

PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR

I was responsible for the Management of office of the Executive Director; Development and maintenance of filing system; preparation of Board meetings, recording minutes and circulation; preparation of Board entitlements; organising Donor Conferences, Symposiums and Workshops; handling matters related to Human Resources; coordination of organisation vehicles, ie procurement, maintenance and distribution to various districts.

PERSONAL SECRETARY TO THE DIRECTOR OF RESEARCH

I was responsible for management of the office of the Director of Research. Attending to official visitors and making appointments; making arrangements for staff travels; organising workshops; conferences, seminars; typing reports and other; correspondences and acting as Administrative Officer.

IVETA CONFERENCE

Aug 2012
/ LILONGWE

32ND AAPAM CONFERENCE

Nov 2012
/ ZANZIBAR

IVETA CONFERENCE

/ ATLANTA