

APIO FINELLA

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PERSONAL STATEMENT

I am an organized and adaptable Human Resource professional with considerable experience in the areas of human resource management and administration in both development and humanitarian work environments. I have in-depth understanding of training and development, staffing, recruiting, talent acquisition, performance management, employee relations, learning and development, talent management, recruitment, and selection. Talented in bridging gaps between labor and management to achieve the objective and driven with a passion for building and retaining a highly effective team. I am a dedicated professional with hands-on personnel management experience. I possess a masters in Management Studies, a post graduate diploma in human resource as well as a bachelor's in HR which means I am an expert at dealing with complex HR challenges. I have knowledge and skills in IPPS, IFMS payment system & ERPI. I am dedicated and keen to learn new skills to improve any experience for the benefit of me and the company that I work for. Right now I am looking for a suitable position that offers brilliant prospects for future development and career advancement.

EMPLOYMENT HISTORY

April,2025 to date

Senior Human Resource Officer, Lira University

To participate in provision of efficient and effective human resource functions; aligned with university policies and strategic goal

- Supports s human resource practices and priorities across the University to reinforce recruitment, development and retention of a competent and efficient workforce.
- Provides advice to senior management on establishment, structures, institutional development and change.
- Manages and coordinates human resource planning, monitoring and reporting.
- Coordinates the development, review and dissemination of human resource regulations, policies and procedures and monitor implementation.
- Promotes Learning and Staff Development
- Liaises with other higher institutions of learning on human resource best practices in promoting development
- Carries out periodic human resource Audit
- Performs any other duties assigned by the Supervisor

June 2018 to March,2025

Senior Human Resource Officer, Kole District Local Government

I provided support to the different HR functions of the organization by providing core HR activities that support a quality service delivery to the team

- Ably reduced complaints of ill health among staff by creating welfare activities such as after work staff exercise as a way of creating a health working environment as well as facilitating welfare and motivation of staff.
- Introduced office tea that has greatly motivated staff to keep in office hence increased service delivery as well as improved their timeliness and reporting to duty.
- Ensured timely payment of staff salaries by accessing new staff on payroll by 5th of every month as per Integrated Personnel Payroll systems (IPPS) scheduled. This has helped improve motivation.
- Successfully prepared and processed pension files and access by at least 80% of retired staff on payroll and pay their terminal benefits.
- Prepared departmental work plans, budgets and up to date reports within the stipulated timeline and submitted to the responsible persons or line ministries. This has helped guide budget implementation and improved on the work process.
- Appraised and coordinated staff appraisals through mentorship, training which helped identify capacity or skill gaps, as a result, there was improve delivery of services.
- 60% of staff on attainment of required qualification and existing vacancy are promoted annually, 90% of staff confirmed are confirmed in service and 80% of staff appointed in service with accordance to declared vacancies as a direct result of employee performance indicators.
- Ensured the smooth implementation of Human resource policies, procedures, rules and practices by interpreting existing human resource policies, procedures, rules and practice to Head of Departments and council the advice accordingly.
- Evaluated and resolved all employee claims, including performance-based claims and harassment incidents.
- Collaborated with other depart heads to assess needs, create succession plans and promotion paths for all staff.

October 2013 – May 2018

Human Resource Officer, Kole District Local Government

While here, I was responsible for hiring, developing and looking after employees as a way of increasing employee output.

- Ensured that 80% of newly appointed staff were accessed on payroll and paid salaries by 20th of every month.
- Ensured the smooth implementation of departmental activities by assisting in the preparation of department work plans, budgets and reports then submitted to the responsible persons and line Ministries.
- Enabled 80% of retiring staff to receive terminal benefit for existing staff in terms of gratuity, and pension.
- Contributed towards the proper implementation of Human resource procedures, rules, policies and practices through proper interpretation to Heads of department and council.
- Ably identified and filled capacity gaps which opened up opportunities for training of staff which has led to improvement in service delivery.

Other responsibilities

- 2009 to date, Member, Uganda Human Resource Managers Association of Uganda
- 2017 to date, Member, African Public Service Human Resource Management Network (APSHRMnet)
- 2018 to date, Member, Uganda Public Service Human Resource Managers Association (UPSHRMA)
- 2009-2010, Vice President Lango Students' Association, Kampala International University

EDUCATION

2018 - 2020

Masters in Management Studies (HRM)

Uganda Management Institute, Kampala

2015 - 2016

Postgraduate Diploma in Human Resource Management

Uganda Management Institute, Kampala

2008 – 2011

Bachelor in Human Resource Management

Kampala International University, Uganda

2002 – 2003

Uganda Advanced Certificate of Education (U.A.C.E)

Naalya Senior Secondary School-Namugongo

1998 – 2001

Uganda Certificate of Education (U.C.E)

Naalya Senior Secondary School-Namugongo

1991 – 1997

Primary Leaving Examination Certificate (P.L.E)

Canon Lawrence Demonstration Primary School

REFEREES

1. Mr. Alex Felix Majeme

Ministry of Local Government

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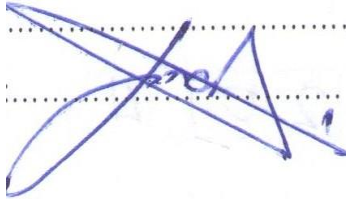
2. Mr. Dalili RK Moses
Chief Administrative Officer
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3. Augustine Oyang- Atubo
University Secretary
Lira University
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CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications, and experience.

Signed



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