

MPUGA ARTHUR- Curriculum Vitae

PERSONAL DETAILS

Address: P.O. Box. 36251, Kampala
Mobile: +256 772 056500
Email: mpugaarthur@gmail.com
Date of Birth: 11TH May 1988

SKILLS AND ATTRIBUTES

- Excellent communication and interpersonal skills at all levels
- Organised, self-starting and methodical with good prioritisation and time management
- Analytical and resourceful with an eye for accuracy and attention to detail
- Disciplined and dedicated to providing the highest standards of work required.
- A committed team player, with an ability to lead, motivate and inspire others
- Friendly, approachable, with a positive outlook.

EDUCATION AND QUALIFICATIONS

Bachelors in Development Studies **August 2009- June 2012**
College of Humanities and Social Sciences
Makerere University Kampala

NAMIREMBE HILLSIDE SECONDARY SCHOOL **February 2007 -December 2008**
Advanced level certificate, 2008

KIBULI SECONDARY SCHOOL **February 2003– December 2006**
Ordinary level certificate, 2006

ST. JOSEPH'S PRIMARY SCHOOL **March 1996 – December 2002**
Primary level certificate 2002

ADDITIONAL CERTIFICATIONS

- **Certificate in Project Planning and Management,**
Makerere University Institute of Statistics and Applied Economics
- **Certificate in Project Monitoring and Evaluation**
Makerere University Institute of Statistics and Applied Economics
- **Certificate in Computer Applications (CCA)**
Makerere University Faculty of Computer and Information Technology
- **Certificate in Information Technology Essentials 1, 2(I.T Essentials)**
Makerere University Faculty of Computer and Information Technology

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ADDITIONAL INFORMATION

- Languages: fluent in English, Runyakitara, Luganda and basic knowledge of German
- Valid Ugandan Driving License
- Valid Ugandan Passport

EMPLOYMENT HISTORY

Senior Labour Officer

January 2020- To date

Kikuube District Local Government

- Inspecting Workplaces in order to make them conform to national policies And standards on Occupational Safety and Healthy.
- Settling labour complaints between employers and employees.
- Monitoring the implementation of labour policy and legislation.
- Sensitizing the public on labour policy and legislation.
- Giving technical advice to both employers and employees on employer - Employee relations, dispute resolution and collective bargaining.
- Handling workman's compensations.
- Prosecuting before courts of law those who do not abide by the existing Labour laws.
- Advising Council on labour related matters.
- Accounting for Departmental Funds.

Labour, Welfare and Disputes Officer

July 2013- December 2017

Team Security Group Limited

- Carrying out interviews of prospective workers for the company.
- Ensuring safety and good welfare of the employees (guards) at the different sites that they have been deployed.
- Planning and conducting trainings for new employees about the employment act and the labour policy.
- Solving complaints from the clients about the company guards and ensuring good rapport between the company and its clients.
- Monitoring, evaluating, and appraising employees (guards) for promotions and salary enhancement.
- Writing reports to insurance companies for compensation purposes to the families who have lost their loved ones who were our employees.
- Writing and compiling monthly reports to top management about the company employees.
- Sensitizing employees about the employee rights and the NSSF act.
- Representing the company in labour disputes where the guards have brought complaints against the company.
- Any other duty as assigned by the management.

INTERNSHIP TRAINING

June 2012 – August 2012

Ministry of Foreign Affairs (MOFA) Uganda

- Drafting cabinet papers and project proposals to donors
- Planning, organizing and attending meetings, workshops and conferences while at the same time tasked with taking minutes and writing reports.

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- Provision of protocol services to international delegates and diplomats visiting Uganda on different duties.
- Collecting and disseminating information relating to Trade, investment and tourism opportunities within Uganda
- Coordinating national efforts in the promotion of regional cooperation and integration
- Liaising with different government ministries and CSO's

INTERESTS AND ACTIVITIES

In my spare time I enjoy art, reading literature and keeping fit.

REFERENCES

1) Mr Muganzi Samuel
Principal Assistant Secretary
Kikuube District Local Government
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E-mail: samuelmuganzi@gmail.com

2) Ms Rubayiza Joy Sheila
Head Human Resource and Administration
Team Security Group Limited
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3) Mrs Natukunda Brenda
Assistant Programme officer
Uganda Reproductive Maternal and Child Health Improvement Program -
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