

Yalelo is a leading supplier and pioneer of aquaculture in Zambia, bringing together local resources and world-leading practices. Founded in 2011, we have grown quickly to become the leading fisheries firm in Zambia and among the largest aquaculture firms in Africa. We breed and grow our tilapia on the shores of Lake Kariba and sell our product fresh nation-wide.

For Yalelo, human resources are viewed as a strategic component of business, and we seeking the *right-fit* individual to work as Human Resource Officer to be primarily based in **Lusaka** and assist in all aspects of HR and Talent development for operational teams. This position offers a unique opportunity to build a career in a vibrant, fast-paced and growing organization - whose culture and values lie in:

- Accountability
- Continuous improvement
- Leadership mentality
- Long-term perspective
- Team work

This position is open to Zambians only.

Primary Job Purpose:

The Human Resources Officer will be responsible for various tasks required by the company, which will fall primarily under Human Resources Manager.

1. Essential Duties

- a. To provide a professional HR support service covering payroll administration, HR administration, Performance Management and overall HR advice and support.
- b. To provide support to the HR Manager in the day-to-day operations of the HR function, advising and coaching Line Managers and employees on policies and procedures, terms and conditions of employment and basic employment law matters.
- c. To provide support to the HR Manager in employee relations issues, such as disciplinary, grievance, performance development and attendance management.
- d. Process disciplinary documents, arrange for case hearings and take Minutes
- e. To maintain, develop and improve HR systems so that accurate records are kept and efficient data retrieval is available for employees and management information.
- f. To support the HR Manager on implementation of administrative processes, policies and systems.
- g. Assist with communication drivers to ensure employees are informed (Notice Boards, distribution of briefs, etc.)
- h. Looking after the health, safety and welfare of all employees

2. Knowledge, Skills and Attributes

- a. The ability to work under pressure
- b. The ability to adapt to different scenarios and work environments

- c. Strong Superior interpersonal, coaching, communication, negotiation and consultative skills at all levels.
- d. Ability to engage with and win the respect of leaders to successfully influence them on key change initiatives.
- e. Confidence, drive and enthusiasm
- f. Commercial acumen
- g. Planning and organization skills
- h. Strong Word, PowerPoint and Excel Skills
- i. Results oriented
- j. Excellent communication and organizational skills.
- k. Must be able to multi-task and enjoy maintaining good relationships with employees.
- l. A committed demeanor to constantly making improvements to all HR projects is highly desirable.

3. Qualifications and Experience

- a. Member of ZIHRM
- b. Diploma/Degree in Human Resource Management from a recognized institution
- c. Knowledge of the Zambian Labour Laws, HR Policies & Procedures
- d. Excellent written and spoken English language skills
- e. Strong command of Microsoft Office applications
- f. Minimum two years of professional experience
- g. Highly motivated self-starter; well-organized; resourceful; works well as part of a team.

If this is YOU, Yalelo wants to hear from you **today!!!** Please email your cover letter and CV to careers@yalelo.com Your cover letter should be a personal statement on why we should hire you for this position.