

## JOB OPPORTUNITY

Actionaid Zambia an Associate member of the ActionAid International Federation operating in Zambia since 2006 and working with over 25 million people in 45 countries for a world free from poverty and injustice, is looking for a **Human Resource and Administration Assistant** on a short-term contract for six months to be based at its Lusaka office.

### Purpose

The Consultant is expected to assist the Head of Human Resource and Organisational Development (HROD) in the provision of human resource and general office administration services in support of the operations of AAZ.

### Scope of Work

- i. Develop and implement Human Resources information systems and records including frequent and periodic availability and accuracy of information thereof. In this context the consultant is expected to play a key role in the migration to the automated HR information systems in a manner that facilitates effective and efficient management of employment contracts, employee data, leave management, staff advance/loan records etc in addition to maintaining comprehensive personal files record.
- ii. Coordinate the performance appraisal system such that stringent requirements for excellence are met in a timely manner. The Consultant is expected to assist the HROD to conduct skills audit to identify skills gaps in liaison with Head of Department and develops the training and development needs plan thereof to address identified training needs.
- iii. Provide relevant support in the recruitment and induction of new employees and interns in liaison with the HROD and line managers. This includes developing a recruitment plan, placing of adverts on agreed platforms, candidate profiling, adherence to recruitment processes such as securing relevant authorization, drafting recruitment reports and filing, facilitating back ground checks, ensure compliance to induction guidelines etc.
- iv. Organize and assist in the administration of disciplinary proceedings in accordance with the AAZ policy.
- v. Contribute to the development/revision of HR policies, procedures and systems in line with the Global HR/OD Framework and as guided by the Line Manager.
- vi. Coordinating employee engagement programs to ensure implementation and active participation in a manner that contributes to the delivery of set objectives and plans.
- vii. Assist in facilitating logistics and other administrative support to the Governance Body (s) and processes of AAZ.
- viii. Attend to day to day queries relating to employee leave management and other benefits.
- ix. Facilitate filing of annual returns and updating of Board of Directors' records at PACRA and documentation of records for easy retrieval.

- x. Carries out any related tasks that the Line Manager may reasonably request from time to time.

### **Qualifications/Experience**

- Diploma in Human Resources Management or Business Administration with a professional HR qualification. A degree in the related field will be an added advantage
- 2 years' experience of working in an NGO or fast paced environment
- Practical knowledge of basic recruitment and selection procedures
- Practical knowledge of developing and implementing basic HR Policies and procedures.
- Good understanding and interpretation of Zambian Labour laws.
- Office administration experience

### **Skill Abilities**

- Good Interpersonal Skills
- Good planning, organization and coordination skills.
- Multi-tasking skills
- Computer literate in word, excel, power point presentations, access
- Excellent Communication Skills both oral and written
- Able to work effectively in a diverse team environment with minimum supervision

Candidates meeting the above requirements can email applications and CV to [careers.zambia@actionaid.org](mailto:careers.zambia@actionaid.org) for the attention of Head of Human Resources and Organisational Development

Closing date for receipt of applications is by COB 4th August 2018. Only shortlisted candidates will be contacted for interviews.