



## HUMAN RESOURCE OFFICER

We are looking for a human resource officer to oversee duties related to HR functions such as recruitment, training, payroll, and health and safety. The incumbent should have excellent knowledge of various HR functions such as pay & benefits, recruitment, onboarding, evaluation, training & development etc.

### JOB DESCRIPTION

- Develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Advise line managers in how to implement policies and procedures
- Liaise with a range of people involved in policy areas such as staff performance and health and safety
- Promote equality and diversity as part of the culture of the organisation
- Negotiate with staff and their representatives (e.g. Trade union officials) on issues relating to pay and conditions, contracts and redundancy
- Prepare staff handbooks, administer payroll and maintain employee records
- Interpret and advise on employment law
- Deal with grievances and implement disciplinary procedures
- Analyse training needs in conjunction with departmental managers.

### EDUCATION

- Diploma or degree in Human Resource Management
- Two years post qualifying experience
- Member of ZIHRM

### HOW TO APPLY

Please send application, enclosing CV and qualifications to [info@apionzambia.com](mailto:info@apionzambia.com)

Closing Date: 31/03/2024