



Kabundi Resources Limited (KRL), is a wholly owned subsidiary of ZCCM Investments Holdings Plc, managing the manganese licence that ZCCM holds in Serenje District, Central Province of Zambia.

The Company invites applications from suitably qualified and experienced persons who are innovative, energetic and performance driven to fill the position of **HUMAN RESOURCE OFFICER**.

Applications together with copies of certificates and detailed curriculum vitae should be addressed to:

Chief Human Resource & Administration Officer

ZCCM Investments Holdings Plc

and forwarded to jobs@zccm-ih.com.zm

The Application should reach the undersigned not later than Friday 21st October 2022.

****Women are strongly encouraged to apply.***

Please refer to the job description below for detailed information about the position.

KABUNDI RESOURCES LIMITED

Kabundi, Serenje, Central Province

IDENTIFICATION SECTION

JOB TITLE : Human Resource Officer
JOB GRADE : KRL03
DEPARTMENT: Administration
DUTY STATION: Serenje, Central Province - ZM

JOB PURPOSE

The Human Resource Officer Shall be responsible for talent management, training and development, employer – employee relationships, maintenance of the company culture, compensation, and benefits, handling disciplinary actions, and HR compliance, among others.

The position will be based in Serenje District of the Central Province of Zambia

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Recruitment/ Induction/ Exit Formalities	Ensures Recruitments are done on time and employees are properly inducted. Also ensures that exit formalities are done in accordance with the organisational guidelines
Employee Welfare & Engagement	Ensures the general welfare of employees for effective and efficient work output. Also ensures disciplinary action is handled in the prescribed manner of the organization according to the labour laws.
Training & Development	Collaborates with all department heads to identify training needs and ensures they are met by engaging relevant training providers.
Compensation and Benefits	Administers payroll efficiently and effectively. Ensures payments to employees for various benefits are within the approved guidelines.
Industrial Relations	Fosters a harmonious working environment for all employees and contributes to the Human Resource Policy.
Compliance	Ensure the company is compliant with all statutory bodies in all Human Resource related areas

General Administration	Ensures that all employee documentation is properly filed and safeguarded. Also helps with general administration duties.
Budgeting	Contribute to the budgeting process for the areas of responsibility

REPORTING RELATIONSHIPS

- a) Reports to:**
Finance Manager/Company Secretary
- b) Other Jobs Reporting to (a) above**
Accountant
Administration Officer
Commercial Officer
Procurement Officer
- c) Number and level of immediate subordinates:**
None

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) Professional Qualifications :**
- Grade 12 Certificate with five (5) “O” levels
 - Minimum Degree in Human Resource Management/Social Sciences
 - Valid practicing license with the Zambia institute of Human Resource Management
- c) Minimum Relevant Pre-Job Experience:**
- 3 years’ experience in a similar position
 - Provable experience in Industrial Relations in a similar industry will be an added advantage
- c) Skill Specifications:**
- Good understanding of human resources management in general
 - In-depth knowledge of performance management
 - Good understanding of the talent management cycle.
 - Knowledge of Labour laws and Legislations
 - Excellent Communication skills
 - Good Analytical skills
 - Interpersonal and presentation skills

d) Other Attributes (Personality Traits)

- Attentiveness
- Confidentiality
- Methodological

