

JOB TITLE: PRINCIPAL OFFICER - HUMAN RESOURCE AND DEVELOPMENT - ZPPA 04

1.0 PURPOSE

To assist the Manager–Human Resources and Administration with matters relating to human resources management and development.

2.0 STATEMENT OF MAIN DUTIES

Under the overall direction and guidance of the Manager- Human Resource and Administration, the job holder will be responsible for undertaking the following duties:

- 2.1 Maintains and up-dates staff personal files and records to ensure that personal details are current. Makes appropriate recommendations to superiors for relevant action;
- 2.2 Administers staff discipline, medical scheme and welfare in respect of all members of staff;
- 2.3 Coordinates all insurance and pension services in respect of staff and prepares return to Insurance Companies for the attention of superiors.
- 2.4 Participates in the recruitment and selection of suitable candidates/applicants;
- 2.5 Prepares data for general and management staff prior to preparation of the general staff payroll by Finance and Accounts Department;
- 2.6 Prepares terminal benefits, separation pay, gratuity and long service benefits in liaison with the Finance Department; ensures that computations are correct before submitting the same to superior;
- 2.7 Organizes, coordinates and implements training and development activities of ZPPA staff and makes appropriate recommendations to superior for relevant action;
- 2.8 Compiles a list of candidates from the nominations proposed by the Directors and other stakeholders reviewing the files of those nominated and making observations as necessary;
- 2.9 Conducts investigations into the availability and cost of training requested from various training providers including some overseas organizations;
- 2.10 Arranges Training Committee Meetings takes minutes of all such meetings and participates in the deliberations of the Committees;
- 2.11 Reviews assessments, examination results and attendance reports sent by Colleges and if necessary warns or counsels participants;
- 2.12 Evaluates the performance of training providers based on participants comments and their examination results, and if these are adverse, will advise superior who will determine what action to take;

- 2.13 Assists superior with the interpretation of the training policy to members of staff; and
- 2.14 Performs other official duties as may be delegated from time to time by superiors.

3.0 QUALIFICATIONS AND EXPERIENCE

- 3.1 Full Grade Twelve (12) School Certificate with at least five (5) credits or better;
- 3.2 Bachelor's degree in Human Resource Management, Public Administration;
- 3.4 A least three (3) years' post qualification experience in human resource management practice.

4.0 SKILL AND OTHER REQUIREMENTS

- 4.1 Good communication skills in writing and oral orientation;
- 4.2 Good interpersonal, analytical and negotiation skills;
- 4.3 Must have knowledge of the labour laws; and
- 4.4 Must be a full member of the Zambia Institute of Human Resource Management (ZIHRM) with current practicing license;

5.0 TENURE

The appointment of the Principal Officer-Human Resource and Development is on permanent and pensionable basis.

APPLICATION PROCESS

All applications will be treated in strictest confidence and should comprise a curriculum vitae and certified copies of Grade Twelve (12) certificate, Degree including transcript of degrees and any other relevant certificates, National Registration Card, and current practicing certificate of the relevant professional body as required by each position. Applications should be addressed to:

The Director General
Zambia Public Procurement Authority
Stand 11790 Sub J
Off Alick Nkhata Road
Procurement House
P. O. Box 31009
LUSAKA

CLOSING DATE

The closing date for receipt of applications will be Friday, 3rd October, 2018 at 17:00 hours. Only shortlisted candidates will be contacted.