



EXAMINATIONS COUNCIL OF ZAMBIA EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983, Chapter 137 of the Laws of the Republic of Zambia to set and conduct Examinations and award Certificates to successful candidates. The vision of the Council is to be an Educational Assessment Body of Excellence.

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position of Director at the Examinations Council of Zambia Headquarters in Lusaka on a five-year fixed-term contract with a possibility for renewal.

DIRECTOR HUMAN RESOURCES AND ADMINISTRATION (1), GRADE ECZ 2

Reporting to the Executive Director, the Director Human Resource and Administration will formulate, implement and maintain workplace policies, systems, standards and procedures for effective management of the Human Resource and Administrative functions to ensure that ECZ realises its strategic objectives and complies to the labour laws.

DUTIES AND RESPONSIBILITIES

- Develops and implements Annual Work Plan and Budget for the department.
- Ensures that day-to-day operations of the department are being conducted effectively and efficiently.
- Sets targets, agrees, monitors and reviews performance of subordinates to ensure that they meet their performance objectives.
- Formulates, develops, implements and reviews HR manuals, policies and procedures in conjunction with Functional and Line Managers
- Advises senior management on HR and administration policies and procedures including all other HR related issues and challenges
- Ensures that labour laws are understood and correctly applied by management in order to be compliant
- Develops health and safety standards programs for the benefit of the employees
- Contributes to the formulation of ECZ corporate strategies, policies, procedures, plans and budgets to drive the productivity agenda of the organization
- Ensures that demand and supply forecasts for staff requirements in terms of numbers, skills and competences are effectively done
- Co-ordinates staff promotion and succession plans in conjunction with Heads of Departments for continuity and Administers the reward system in the organization to attract and retain high-performing employees
- Acts as custodian of the disciplinary and grievances procedures
- Oversees the management and administration of the Council fleet, security services; office services and infrastructure.
- Ensures that contracts or service level agreements entered into by the Council and external service providers are adhered to in order to protect the interest of the Council; and
- Provides leadership and direction in promoting a positive work environment founded on ECZ's core values and in line with the organizational objectives, principles, and best practices.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Degree in Human Resource Management or Public Administration or equivalent
- Master's in Human Resource Management or Public Administration or equivalent
- Minimum 5 years' work experience in Human Resource/Administration at Senior Management Level
- Member of the Zambia Institute of Human Resource Management.

Applicants who meet the above qualifications are encouraged to submit an application letter, **VERIFIED** copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, copy of NRC, email address and day time telephone numbers. All applications must reach the undersigned not later than **10th January, 2023**.

Please note that only successful candidates will be contacted. Electronic applications will not be accepted.

The Council Secretary

Examinations Council of Zambia

Haile Selassie Avenue, Longacres, P.O Box 50432, **LUSAKA**; Date issued 30th December 2022