



## 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 at the Examination Council of Zambia Headquarters.

### HUMAN RESOURCE OFFICER – RESOURCING & DEVELOPMENT (1), GRADE ECZ 5

Reporting to the Senior Human Resource Officer – Resourcing & Development, the Human Resource Officer – Resourcing & Development will implement the resourcing and development activities and coordinate the organisational Human Resource Information System.

#### DUTIES AND RESPONSIBILITIES

- Conducts salary and conditions of service surveys.
- Provide advice to employees on ECZ Human Resource Policies, Procedures and Practices
- Implement the structural policies related to matters in the Human Resource Information System (HRIS).
- Guide users on the HRIS processes, guidelines, and documentation and update and process employee information using the HR Module.
- Provide secretarial and professional support in the recruitment process to ensure timely and effective placement of staff.
- Prepare leave updates, leave schedules, and manage salary advance applications in accordance with the Conditions of Service.
- Manage the application of overtime by staff and provide guidance to employees on overtime claims
- Maintain the filing system for employees' personal files
- Compile statistics on the performance management appraisal reports for all departments.
- Facilitate training and development programmes for employees.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in Human Resource Management or Public Administration.
- Minimum of 2 years' experience in Human Resource Management and Human Resource Information System.
- Paid up Affiliate Member of ZIHRM.

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, a copy of NRC and daytime telephone numbers. All applications must reach the undersigned no later than **17<sup>th</sup> November 2023**.

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

The Director Human Resources and Administration  
Examinations Council of Zambia  
Haile Selassie Avenue, Longacres  
P.O Box 50432

**LUSAKA**