

Job Advert: Human Resource and Administration Officer

1. SUMMARY OF JOB POSITION

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| Job Title | Human Resource and Administration Officer |
| Location of assignment | Lusaka |
| Department | Human Resource |
| Reports to | Head of Human Resource |
| Anticipated start date | April 10 th 2022 |
| Duration of contract | 2 Years |

2. ABOUT PROSPERO ZAMBIA

Prospero is a UKaid funded private sector development entity designed to incentivize investment in innovation that will change the way that market systems work and create new growth opportunities for MSMEs. We focus on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mining and Mining Services:** Increasing the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism and Hospitality:** Increasing the value and proportion of tourist revenues captured by local businesses.
- **Investment Services:** Increasing access to sources of impact investment finance for growth-oriented businesses
- **Business Services:** Increasing access to business services that support growth-oriented businesses.

We partner with leading private sector players, government agencies and business associations to design synergistic initiatives that support strong business model development, promote transformative financial services, attract quality investors and foster enabling business and investment environments. We work at the intersection of market system development and the impact investment ecosystem, recognizing that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance.

3. SPECIFIC CONTEXT OF THE ROLE

The specific context for this role is:

The HR and Admin Officer plays a pivotal role in supporting Prospero's HR and administrative functions by providing organizational and staff support services. The Human Resource and Administration Officer **will provide** staff support to ensure the efficiency and smooth running of the Prospero office.

4. SCOPE OF WORK

- Contributes to the development and implementation of the Prospero's HR Strategy and policies
- Coordinate and manage relationship with medical insurance providers and staff loan providers
- Support the coordination of staff recruitment i.e., drafting job descriptions, job adverts and facilitating pre-interview assessments, interviews, shortlisting and conducting reference checks
- Support staff orientation
- Assist with performance management procedures
- Assist with leave management
- Oversee health and safety of employees
- Support HR filing (Soft and hard copy)
- Draft HR Reports
- Supports the drafting, review and implementation of HR policies and procedures
- Supports development of HR strategy and implementation plans
- Coordinate staff training
- Schedule and organise meetings
- Take and disseminate meeting minutes
- Arrange and book external meeting venue

Specific Factors

Decision Making

- The job makes decisions based on the threshold given by the organisation
- Make recommendations to the supervisor on some administrative and HR issues

Additional responsibilities as required in support of Prospero's work:

- Cover for colleagues who are on leave or absent
- Duty to report any suspicion of fraud or unethical activity
- Any other tasks as requested by the manager/supervisor

5. REQUIRED/DESIRABLE EXPERIENCE

Qualifications and experience:

- A degree in human resource and related or related field
- Member of the Zambia Institute of Human Resource Management is a requirement

- Minimum of 4 years relevant experience in human resource management including an understanding of HR functions and best practice and knowledge of employment legislation

Job Competences

- Communication
- Ethical
- Honesty
- Interpersonal relations
- Multi-tasking
- Ability to maintain confidentiality

6. APPLICATION GUIDELINES

We invite all interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, skills, and professional networks fit with the required job description. Please clearly state your expected remuneration.

Please submit your application to recruitment@prospero.co.zm by March 17, 2022. Clearly state, **HR, and Admin Officer** in the subject line.

Please note that only shortlisted candidates will be contacted.