



Job Advert: Human Resource and Administration Officer

Job Title	Human Resource and Administration Officer
Department	Human Resource & Administration
Location	Lusaka
Reports to	Human Resource and Administration Manager

1. ABOUT PROSPERO

Prospero Limited supports private sector development and facilitates impact investment, transitioning growth-stage businesses across Zambia into viable recipients for impact capital. We focus on companies that will have an impact on the development of Zambia.

Our Key Services Include:

- Strengthening innovative, inclusive, and environmentally sustainable business models (e.g., designing and developing climate-smart solutions with agribusinesses and renewable energy solutions for rural entrepreneurship hubs in remote locations)
- Enterprise-led market development in key sectors of the Zambian economy (e.g., facilitating development and coordination of market-led value chains)
- Identifying and building capacity of high-growth potential businesses
- Developing innovative and impactful financing mechanisms
- Investment facilitation services (e.g., SME investment readiness preparation and investor linkages)

2. SCOPE OF WORK

Major function/Activity/Principal Accountabilities:

- The human resource and Administration Officer will provide organisational support in developing and implementing HR initiatives and services. He/she will provide staff support to ensure the efficiency and smooth running of the Prospero office.

Specific Duties

The specific duties of the position are as follows:

- Contributes to the development and implementation of Prospero's HR Strategy.
- On-boarding of new staff to ensure that policies, processes, systems and procedures are communicated and shared with newly engaged staff.
- Draft and update relevant policies and ensure compliance with the labour laws.

- Performance Management
- Advising line managers and other staff in interpreting Prospero's employment policies and procedures.
- Provide guidance and support to line managers and employees on HR-related matters, including performance management, employee relations, and conflict resolution.
- Act as a point of reference for HR queries and escalate them as necessary to the Human Resource and Administration Manager.
- Ensure that staff read and understand policies through periodic policy refresher trainings.
- Coordinate and manage relationship with medical insurance providers and staff loan providers.
- Coordination of staff recruitment i.e., drafting job descriptions, job adverts and facilitating pre-interview assessments, interviews, shortlisting and conducting reference checks.
- Support the preparation of contracts, contracts renewal and contracts amendments.
- Coordinate necessary training and workshops related to Human Resource activities and policy sensitization.
- Oversee all staff leave management.
- Oversee health and safety of employees
- Support HR filing both electronic and physical.
- Assist with the preparation of HR quarterly management reports.
- Support the implementation and monitoring of staff training and Development Initiatives.
- Provide support with overall safeguarding initiatives within the organisation as a Champion.
- Schedule and organise staff engagement meetings.
- Managing the employee data base.
- Coordinate staff engagement and team building activities/ retreat activities.

3. REQUIRED/DESIRABLE EXPERIENCE

Education and Experience

- Bachelor's degree in Human Resource management, Public Administration or any other related field
- Minimum of 3 years relevant experience in a similar role
- Paid up Member of the Zambia Institute of Human Resource Management a must

4. 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 **August 20, 2024**, clearly stating the job title (**Human Resource and Administration Officer**) in the subject line.

Please note that only shortlisted candidates will be contact