

People & Culture Administrative Assistant

Location: [Africa] [Zambia]

Town/City: Mwinilunga

Category: Administrative Services

Job Type: Fixed term, Full-time

JOB OPPORTUNITY

World Vision Zambia (WVZ) Limited is a faith-based Organization dealing with Relief aid, Development, and Advocacy dedicated to working with children, families, and communities to overcome poverty and injustice. WVZ is part of World Vision International and serves all people regardless of religion, race, tribe, or gender. We are currently working on 38 large-scale programs in over 30 districts in Zambia.

Position: People & Culture Administrative Assistant - Lusaka

Reporting to: People & Culture Director

Location: Zambia

Purpose of the Position:

Provides office and administrative support to The P and C director / department. This role is vital for the smooth-running the unit.

Ensures proper flow of office procedures, and supports the office by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone.

Major Responsibilities:

Administrative Support

- Maintaining current HR files and databases (Filing)
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Set up of office and ensure alignment, protocols and office design
- Manage travel and logistics calendar for meetings in the office, boardroom, meeting room bookings (in partnership with Supply Chain)
- Logs call for new and repairs of IT equipment and office related machinery and assets
- Responsible for purchases and requisitions, compilation and completion for manager to review and sign off

RECRUITMENT SUPPORT

- Participating in recruitment efforts- organizing resumes, scheduling job interviews
- Preparing new employee files
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)

- Administering new employment assessment

CUSTOMER SERVICE

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendar of P and C Director
- Any other duties

Qualifications: Education/Knowledge/Technical Skills and Experience:

- Diploma or Certificate in Human Resources, Business Administration or Any business related qualification
- 1 to 5 years' Experience
- Graduate Students are encouraged to apply

- Good command of English both written and spoken
- Demonstrated capacity to function well in a team and contribute effectively to team efforts
- Ability to adapt in different work environments: office based and field work (rural and peri-urban)
- Ability to work in a cross-cultural environment, and must be a mature Christian.

NOTE:

“World Vision Zambia is committed to the protection of children and adult beneficiaries from all forms of abuse and sexual exploitation. All employment is conditional upon the successful completion of all applicable background checks, including criminal record checks”.

Women are strongly encouraged to apply; ONLY shortlisted candidates will be contacted!