

# Recruitment & Industrial Relations Manager

Location: [Africa] [Zambia]

Town/City: Lusaka

Category: Human Resources

## **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: Recruitment & Industrial Relations Manager- People & Culture

Reporting to: People & Culture Director

Location: Lusaka

## **Purpose of the Position:**

To develop and execute plans for resourcing to meet the strategic and operational requirements of world Vision Zambia, and to manage employee relations in support of a conducive working environment and culture

## **Major Responsibilities:**

### **Recruitment**

- Reviews World Vision Zambia strategic and annual plans, liaises with unit heads to identify talent implications and prepares strategic workforce and annual recruitment plans to meet strategic and operational requirements
- Prepare and maintain procedures and instruments for workforce planning, attraction, recruitment, connection and induction that meet best practice and WVZ group policies and standards including Employee Value Proposition, to aid the acquisition of the best talent and compliance with labour laws
- Prepare and maintain annual resourcing plans for attraction, recruitment, connection and induction of talent with the specified operational skills, behavioral skills and values required to meet WVZ's business plans.

#### **Industrial Relations:**

- Reviews labour laws, Government policy and labour market conditions and effectively contributes to WVZ Management strategy regarding the Management of Disciplinary cases
- Manage disciplinary cases, liaising effectively with and properly advising line managers to ensure that cases administered in compliance with the World Vision Zambia Code of Practice and labour laws and participates on disciplinary panels to ensure that due process is adhered to and employees receive a fair hearing
- Administers staff grievances so that any such grievances are amicably resolved according to set WVZ Zambia Grievance Procedure
- Ensure conclusion of all Ethics point cases within WV stated timelines.

#### **Managerial and Administrative**

- Provides input for the preparation of accurate and informative monthly board and any adhoc reports related to P & C Director
- Reviews audit findings related to Resourcing and Industrial Relations and takes necessary remedial action within the required timeframes to maintain compliance
- Effectively manages the development of direct reports, effectively linking performance management, learning & development, talent management and the WVZ Employee Value Proposition to achieve optimum performance

### **Staff Engagement**

- Facilitation of the World Vision Zambia staff survey.
- Provide input on the design of the employee surveys and support the internal communications efforts in communicating the results to key stakeholders in a timely fashion.

### **Qualifications: Education/Knowledge/Technical Skills and Experience:**

- Degree in Human Resources, Psychology, Business Administration or its equivalent
- Minimum 3 Years in a Similar Role
- Experience in Human Resources Management in a complex, international organisation preferably NGO context
- Knowledge and understanding of World Vision operations would be an added advantage,

- Must have excellent Communication, management, staff engagement and facilitating skills
- Must have Strong technical skills with practical experience in Conflict resolution
- Communications, interpersonal, analytical, conflict management, negotiation, and networking skills are highly desired
- Ability to work in a cross-cultural environment, and must be a mature Christian.
- Computer literate in Word, Excel, PowerPoint
- Capacity to function well in a team and contribute effectively to team efforts.

**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”.***

Applications will close by 16 December 2021 . Only those who meet the requirements will be contacted.

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