



**Zambia Institute of
Human Resource Management**

JOB ADVERTISEMENT

The Zambia Institute of Human Resource Management (ZIHRM) is a professional organization established by ZIHRM Act No. 3 of 2022. Its mandate is to regulate and promote the practice of Human Resource Management in Zambia. The mission of the institute is to enhance the regulation and standardization of the human resource management practice in order to maximize productivity and contribute to national development. The Institute is looking for competent and qualified staff to fill the following vacancy:

JOB TITLE: MANAGER COMPLIANCE

1.0 PURPOSE

To plan, develop and coordinate inspections in order to ensure that human resource practitioners comply with the human resource standards. The job holder will be required to promote and implement Human Resource best practices and enforce compliance to the ZIHRM Act and subsidiary legislation and governance standards. Under the Supervision of the Registrar, the job holder will be expected to among others perform the following tasks:

- (i) Ensure that Human Resource Standards and Guidelines are communicated, adopted and domesticated by organizations in order to promote professional management of human resource.
- (ii) Plan and conduct inspections in institutions in order to ensure compliance to the ZIHRM Act and Human Resource (HR) standards and guidelines.
- (iii) Investigate cases of professional misconduct under the ZIHRM Act and prepare reports for consideration by respective Committees.
- (iv) Initiate and facilitate follow-up actions on recommendations made in inspection reports within the set time frame to ensure that organizations address the identified gaps.
- (v) Index ZIHRM members, Consultancy firms and Students in various Universities and Colleges in prescribed categories in order to track compliance to the ZIHRM Act.
- (vi) Review inspection tools to reflect local and international standards and indicators in order to ensure that inspections are structured and ascertain HR gaps in organizations.
- (vii) Ensures that all government employees eligible for payroll deductions are compliance.

- (viii) Coordinating the creation, review and implementation of policies and procedures resulting from new laws and regulations in the Human Resource profession.
- (ix) Supervise subordinates, plan and execute work assignments and appraise performance in order to improve individual and organisational performance and productivity.
- (x) Prepares all requisite reports, inspections and compliance reports in agreed times for decision making

2.0 MINIMUM REQUIREMENTS

- (i) Full grade twelve (12) / Form V certificate with five (5) Credits or better
- (ii) Bachelor's Degree in Human Resource Management or its equivalent
- (iii) Training in inspections/investigations
- (iv) Proven Experience in Investigations
- (v) Valid Driving license for both Manual & Automatic Transmission
- (vi) Valid practicing license
- (vii) Minimum five (5) years post-qualifying experience with .

3.0 OTHER SKILLS AND ATTRIBUTES

- (i) High levels of integrity
- (ii) Demonstrated interpersonal skills
- (iii) Planning and organization
- (iv) Communication skills
- (v) Computer Literate
- (vi) Investigation Skills
- (vii) Integrity
- (viii) Interpersonal Skills; and
- (ix) Report writing skills.

INSTRUCTIONS:

All candidates meeting the above requirements are encouraged to apply and should enclose their detailed Curriculum Vitae showing details of their qualifications, work experience, bio-data, contact phone numbers/email addresses and three (3) referees traceable. Kindly ensure that you attach only relevant photocopies of **ALL** the required academic/professional qualifications which shall be subject to verification.

The Institute is an equal employer and candidates are expected to demonstrated Integrity in this recruitment process. Applications should be addressed to the undersigned and emailed to jobs@zihrm.org.zm not later than Monday, 10th June, 2024.

**The Registrar/Chief Executive Officer
Zambia Institute of Human Resource Management
P. O. Box 51038
Buchi Road**