



**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: INSPECTOR**

**1.0 PURPOSE**

To undertake effectively the Inspection of organisations and monitor the conduct and practice of the Human Resource Management practitioners in order to ensure compliance to the set standards outlined in the ZIHRM Act and Code of Ethics.

Under the Supervision of the Manager Compliance, the job holder will be expected to among others perform the following tasks:

- (i) Undertakes effectively the inspection of organisations, in order to ensure compliance to the set legislation on HR practice.
- (ii) Undertakes effectively the inspection of the practice and conduct of HR practitioners in order to ensure adherence to the professional code of conduct.
- (iii) undertakes the preparation of inspections reports in order to facilitate decision making 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.
- (iv) Undertakes the preparation of documentation in order to facilitate the issuance of licenses.
- (v) Undertakes effectively the maintenance of up-to-date records on inspections in order to facilitate the storage and retrieval of information.
- (vi) Undertakes effectively the monitoring and evaluation of the inspections in order to facilitate the identification and implementation of appropriate interventions
- (vii) Preparers prosecutions of cases warranting such courses of action; and devices appropriate sanctions / penalties - depending on the severity, facts, evidence and circumstances of the case - and recommends to

Council, with regard to the erring HR Practitioners as well as Employers, in order to enforce compliance.

- (viii) Conducts skills audits regularly in order to verify or scale up the competences of the HR practitioners in organisations.

## 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](mailto:jobs@zihrm.org.zm) not later than Monday, 10<sup>th</sup> June, 2024.

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