

Human Resource Manager

Akros – Lusaka, Zambia



Background

Akros Research is a Zambian NGO operating in surveillance, intervention management and program management within the public health sector. It is a rapidly expanding organization, employing dynamic and passionate experts to lead innovative and impact-driven programmes.

Considering its growth, Akros Research is recruiting for a Human Resource Manager to manage select resources of this organization and provide general administrative support. More details follow.

General Responsibilities

The HR Manager will manage all HR related issues, provide legal guidance to ensure compliance with Zambian Labour Laws, managing of office, responsible for logging and tracking commodity use among Akros teams, including computers/peripherals, mobile phones and consumables, and initiating procurements of the same. In addition, the HR Manager will control vehicle scheduling and moderate usage, manage the contract files of all Akros human resources, and coordinate with the Country Director to ensure compliance with regulatory bodies. The HR Manager will ensure high up-time of office utilities, including water, electric, internet and follow up general repairs. Ensure a conducive work environment for all staff.

The HR Manager will directly oversee grounds and maintenance staff as well as Akros drivers, and will report to the Country Director.

Specific Responsibilities

Human Resources

- Direct manage Akros drivers, groundskeepers and janitors:
 - Monthly employee meetings
 - Timely submission of time records
 - Timely submission of mileage records by drivers and efficient use of vehicles
 - Ensure consistent performance on ad hoc basis
- Update/draft Akros HR policies: national staff, international consultants.
- Create HR system for filing and maintaining complete and current HR files
 - Insurance requirements: local, evacuation for international, etc.
 - Complete contracts
 - Non Disclosures Agreements signed
 - Each employee signs a declaration of interest form at the beginning of each year or at time of engagement
 - Manage advertising and setting up of interview process
 - Manage disciplinary /grievous procedures
 - Calendar maintenance
 - Leave management
- Research, procure and implement HR benefit package accouterments (insurance, etc.)
- Liaise directly with staff to maintain up-to-date files
- Coordinate periodic all-staff meetings
- Arrange for periodic relevant training for staff

- Immigration compliance and ensure Employment permits for International Staff are up to date
- Ensure rentals for Office and International Staff are paid on time

Commodities

- Create a procurement tracking/filing system:
 - Ensure procurement processes (historical and current) are fully documented
 - Track current position of all commodities and note in file
 - Develop maintenance calendars for all commodities under Akros direct control (where relevant)
- Update Procurement guidelines to include RFP thresholds, sole-source justifications, memorandum of negotiations, local vs international, etc.
- Directly manage all procurement requests from field teams
 - Expressions of Interest/Sources Sought
 - HR postings
 - RFP and evaluation

General and Admin Support

- Receive office guests, enforce appointment-only policy
- Liaise with Country Director to brainstorm efficiency improvement concepts
- Monthly management review sessions with Country Director

Skills

- Minimum BA in Human Resource Management or equivalent
- Minimum experience 3 years and above
- Excellent communication skills both written and spoken
- Registered member of ZIHRM
- Good Interpersonal skills
- Conversant with Zambian Labour Laws

Application Instructions

Candidates will be interviewed on a rolling basis and are encouraged to apply early. To apply, please submit a cover letter and CV with references to careers@akros.com with "Application: Human Resource Manager" as the email's subject line.