



# ZAMBIA CONFERENCE OF CATHOLIC BISHOPS (Z.C.C.B)

## CATHOLIC SECRETARIAT

Catholic Secretariat, BRT 60, Kabulonga. P.O. Box 31965, 10101 Lusaka, ZAMBIA  
Tel.: +260 211 262613/ 262641, Email: admin@zccb.org.zm  
Website: www.catholiczambia.org.zm; www.facebook.com/zccb.catholiczambia;  
twitter.com/zccb\_catholic

## Employment Opportunity – Human Resource Officer

### Background

The ZCCB is the umbrella mother body of the Catholic Church in Zambia, with its Secretariat located in Kabulonga Residential Area (BRT 60 – Kabulonga Road). The Catholic Secretariat requires a competent hardworking individual to undertake the role of Human Resource Officer at the Catholic Secretariat and help with day to day management of the Human Resource Unit.

1. The Human Resource Officer is accountable to the Secretary General, Catholic Secretariat

- **Job purpose:**

To ensure prudent Human Resource Management as well as the Catholic Secretariat HR plans and to coordinate human resource management activities of the organization and maximize the strategic use of human resources. Maintain employee Statutory obligations, recruitment, personnel policies and regulatory compliance.

2. **Academic Qualifications**

2.1. Full Grade 12 Certificate With at Least 5 credits

2.2. Bachelor's Degree in Human Resource Management. Having a Master's will be considered as an added advantage.

3. **Professional Qualifications**

Full member of The Zambia Human Resource Management Institute (ZIHRM).

4. **Work Experience**

At least 5 years relevant experience in a busy Organization/ Private Sector

5. **Required Competencies and Attributes**

5.1. Proficiency in Word and other software

5.2. Writing, analytical and communication skills

5.3. Good interpersonal skills and commitment to team spirit

5.4. Self-driven, result oriented and innovative

5.5. A Practicing Christian, committed to live the values of the organization on/off work.



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### 6. Main Responsibilities

- 6.1. Timely preparation of Quarterly and Annual Human Resource Management Reports
- 6.2. Liaise with all Heads of Department in line with staff budgets recruitment, gratuities, bonuses, staff development.
- 6.3. Maintain records and compile statistical reports concerning personnel -related data such as Hire, Transfers, Performance Appraisals, and Absenteeism.
- 6.4. Analyze statistical data and reports to identify and determine causes of personnel problems and develop. Recommendations for improvement of organization's personnel policies and practices.
- 6.5. Plan, organize, direct, control or coordinate the personnel training, or labour relations activities of the organization.
- 6.6. Conduct exit interviews to identify reasons for employee termination.
- 6.7. Investigate and report on industrial accidents for insurance carriers.
- 6.8. Represent organization at personnel-related hearings and investigations.
- 6.9. Prepare personnel forecast to project employment needs.
- 6.10. Prepare and follow budgets for personnel operations.
- 6.11. Develop, administer and evaluate applicant tests.
- 6.12. Oversee the evaluation, classification and rating of occupations and job positions.
- 6.13. Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

### 7. Terms and Conditions of service

- 7.1. This **Human Resource Officer** shall be on a two/three year contract with an option for a second contract based on satisfactory performance and good conduct.
- 7.2. A fairly competitive remuneration package commensurate with the advertised position will be offered.



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Candidates who meet the above requirements are encouraged to submit their application documents which must include: Letter of Application in own hand writing, certified copies of Academic Qualifications, Latest Medical Report, Curriculum Vitae and references with a letter from the Parish Priest to the address given below. Indicate on the envelope "HUMAN RESOURCE OFFICER"

**Closing date of applications is 15<sup>th</sup> September 2019.**

Applications should be sent/delivered to:-

**The Secretary General  
Zambia Episcopal Conference  
Catholic Secretariat – Kapingila House  
Plot BRT 60, Kabulonga  
P.O Box 31965  
Lusaka**

