

ZCCM-IH PLC

JOB DESCRIPTION

1.0 HUMAN RESOURCE AND ADMINISTRATION

1.1 IDENTIFICATION SECTION

JOB TITLE Chief Human Resource and Administration Officer

JOB GRADE :ZH 2

Department : Human Resource and Administration

1.2 JOB PURPOSE:

To provide leadership in the management of the Human Resource and Administration functions by developing Human Resource and Administration strategies that are aligned to and support the overall ZCCM-IH business operations for enhanced efficiency and effectiveness in service delivery.

1.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Strategic Management	Provides input in the development of the overall ZCCM-IH business strategy, and coordinate the development and execution of the ZCCM-IH HR and Administration strategies that are drawn from the overall ZCCM-IH strategic plan
Employee Resourcing	Ensures that ZCCM-IH's workforce is managed in such a manner that the best talent is attracted, selected and retained;
Staff Development	Ensures appropriate training, assessment, and rewarding of employees takes place;
Employee Relations	Creates a conducive working environment that supports high performance to facilitate achievement of ZCCM- IH business objectives;
Performance Management	Develops a performance management system in order to build a performance culture linked to reward and

	recognition that supports the achievement of ZCCM-IH strategic plan,
HR Policies	Develops and conducts regular revisions to Human Resource and Administration policies and procedures to enhance compliance with employment laws and best practice;
Change Management	Develops and coordinates the implementation of change management strategies necessitated by initiatives implemented in the Company in line with the ZCCM-IH business objectives and strategies, to ensure minimal resistance to the initiatives by staff, for successful implementation; Ensures existence of appropriate organizational culture.
Organisation Design	Coordinates Organisation Design to ensure implementation of systems that support the ZCCM-IH operating environment for enhanced business performance
Administration	Ensures provision of administrative and operational support to the organization; Manages the ZCCM-IH insurance portfolio by ensuring that all insurance covers are up to date; Oversees the maintenance, transport, security incidents and investigations, and general administrative office support services; Coordinates and monitors all maintenance plans and schedules at the beginning of the year to ensure the working environment is conducive at all times; Reviews and monitors various administrative contracts for outsourced services for strict adherence to service level agreements and contract terms, to ensure value for money for ZCCM-IH; Monitors the management of the ZCCM-IH vehicle pool to ensure consistent and adequate transportation facility; Oversees the general office support services to ensure efficiency and effectiveness in the delivery of the service that supports smooth business operations.

1.4 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer

- b) Other Jobs Reporting to (a) above**
- Chief Investment Officer;
 - Chief Technical Officer;
 - Chief Financial Officer;
 - Chief Legal Officer;
 - Chief Human Resource and Administration Officer;
 - Chief Internal Audit Officer; (dotted line)
 - Company Secretary; (Dotted line)
 - Risk Manager;
 - Corporate Affairs Manager;
 - ICT Manager;
 - Procurement Manager;
 - Manager Strategy;
 - Special Assistant- MD; and
 - Personal Assistant.

Number and level of immediate subordinates:

Human Resource Officer – Performance Management System
Human Resource Officer – Planning & Resourcing
Human Resource Officer – Organisation Development R Employee Relations
Administration Officer
Records Officer
Human Resource Assistant

1.5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

- a) Professional Qualifications:**
Grade 12 Certificate
Relevant Bachelor's Degree
Professional Qualification
Master's Degree is an added advantage
Professional Membership
- b) Minimum Relevant Pre-Job Experience:**
7 years' experience in a similar position
- c) Skill Specifications:**
- Good problem-solving skills
- Communication skills

- Computer skills;
- General Management Skills

d) Other Attributes (Personality Traits)

- Integrity
- Organised