



**BANK of ZAMBIA**

## **EMPLOYMENT OPPORTUNITIES**

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant positions:

### **HUMAN RESOURCES DEPARTMENT**

#### **MANAGER - SHARED SERVICES & COMPENSATION (HO) (1 POST)**

**GRADE: BOZ 6**

#### **Job Purpose**

Plan, develop and implement new and revised compensation programs, policies and procedures to be responsive to the Bank of Zambia's goals and competitive practices. This position is also responsible for managing the Bank's Human Resource Information Systems (HRIS).

#### **Main Accountabilities**

- Develop and implement Compensation and Remuneration strategies for the Bank.
- Conduct annual market research on remuneration and conditions of services for all categories of staff in order to recommend appropriate adjustments.
- Develop appropriate salary structures and administer salary and other staff benefits including loans in line with approved Bank policies.
- Analyse Human Resources data/information and produce customised and specialized reports for strategic decision making
- Compile monthly /quarterly and annual management and board reports to facilitate decision making and inform management on the activities of the Department
- Monitor and analyse departmental budget reports on a monthly basis
- Conduct awareness sessions on the Bank's Human Resource Policies and Conditions of Services.

#### **Qualifications and Experience**

- MSc/MA/MBA in Human Resources Management/ Social Sciences or equivalent plus valid practicing license with Five (5) years' relevant experience.
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)

## **Key Knowledge and Attributes**

- Knowledge and interpretation of existing labour and related laws required.
- Labour laws and Legislation
- Business process Knowledge
- Statistics and its application in business
- Creativity
- Attention to detail
- Negotiation
- Communication and presentation
- Analytical Thinking
- Proficiency in Oracle, Excel and other Computer Packages
- Information technology and how it can enable business processes

## **CONDITIONS OF SERVICE**

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on Fixed Term Contract of Employment for three (3) years and renewable.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than **Friday, 26<sup>th</sup> May, 2017**. For more information, visit: [www.boz.zm](http://www.boz.zm).

Women are encouraged to apply. Only shortlisted candidates will be contacted.

**Director – Human Resources**

**Bank of Zambia**

**Bank Square**

**P.O BOX 30080**

**Lusaka**