

Human Resources Officer (Harare): Zimbabwe National Network of PLHIV (ZNNP+)

Deadline: 16 March 2021

About

ZNNP+ is an umbrella body that represents the interests of people living with HIV in Zimbabwe in their diversity. The organization is represented in support groups and community-based organizations at all provincial, district and ward levels of Zimbabwe. ZNNP+'s mission is "An environment where people live positively."

Position Summary:

The role will lead and coordinate the overall HR functions for ZNNP+. The position holder will provide practical, consistent, and proactive support, direction and advice to the Executive Director, Programme Managers and all staff on HR policies, systems procedures and best practices.

Job Description

Carries out periodic organisational, job and individual training and development needs analysis; Establishes and regularly reviews standard and generic job descriptions for all positions and ensures all posts have up to date job descriptions and employees holding the posts are given copies of the same; Ensures that appropriate format for performance appraisal is in place and all staff have understanding of ZNNP+'s Performance appraisal system; Monitor implementation of performance appraisal systems; Ensure ZNNP+'s HR strategies, policies, procedures and guidelines are implemented and regularly updated and ensures compliance with best practices and standard local laws; Reviews and recommends principles on how to motivate, attract and retain staff and promote gender diversity; Plans the human resource, manages recruitment and selection and ensures safety wellness of ZNNP+ staff; Ensures new jobs are graded appropriately; Administers the organisational payroll system; Ensures that all staff are kept informed of policies and procedure and of any changes; Handles employee grievances, disciplinary issues and other administrative problems according to ZNNP+ policies and procedures and consult with the legal advisor on staff legal cases; Ensures consistent and uniform implementation of the HR policy and procedures throughout the organisation' Performs other duties as assigned by immediate supervisor.

Qualifications and Experience

Degree in Human Resources Management/ Social Sciences/ or related field; IPMZ Diploma added advantage; Three years proven experience in an HR senior position, including high performance in the full range of human resource management activities (recruitment and selection, performance management, development, talent management, reward, employee relations etc.); Excellent analytical and writing skills (English); Demonstrated commitment to working with PLHIV (including key populations, women, children and youths); Be culturally sensitive and empathetic to others, with a 'can do' attitude; Flexible and reliable, with excellent interpersonal, motivational and management skills.

To apply:

If you meet the above criteria and you have the drive, send your application including a motivational letter (300 words maximum) and three contactable referees by end of day 16 March 2021, indicating the position being applied for through The Executive Director, No 28 Divine Road, Milton Park, Harare or via email jobs@znnp.org
PLHIV and women who meet the set criteria are strongly encouraged to apply.