



## ZAMBIA COMPULSORY STANDARDS AGENCY

### EMPLOYMENT OPPORTUNITIES

#### EXTERNAL ADVERT

11<sup>th</sup> December, 2023

The Zambia Compulsory Standards Agency (ZCSA) is a body corporate created by the Compulsory Standards Act No. 3 of 2017 whose mandate is to inter alia administer, maintain, and ensure compliance with compulsory standards.

The Zambia Compulsory Standards Agency wishes to invite suitably qualified and experienced individuals to fill the vacant positions of Human Resource and Administration Officer.

#### 1. HUMAN RESOURCE AND ADMINISTRATION OFFICER - ZCS 05 x1

##### A. KEY RESPONSIBILITIES

- Supervises timely, human resources planning functions in order to meet the human resources need of the Agency;
- Supervises timely, recruitment and placement of appropriate staff in order to ensure optimum staffing levels;
- Interprets accurately, terms and conditions of service in order to enhance awareness.
- Preparation of training plans in order to facilitate appropriate training;
- Timely prepare section reports in order to facilitate informed decision making;
- Supervises effectively, staff welfare and wellness programmes in order to promote healthy living;
- Supervises effectively, human and other material resources, in order to facilitate achievement of objectives

##### B. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Full Grade 12 Certificate
- Bachelor's Degree in Human Resource Management, Public Administration or its equivalent.
- Must be a member of the Zambia Institute of Human Resource Management (ZIHRM) with a valid practicing certificate
- Minimum two (2) years' experience



- Able to write technical reports
- Able to communicate effectively in English
- Analytical skills
- Research skills
- Good Interpersonal skills
- Tact and Diplomacy
- Integrity
- Computer literate
- Must be of Sober character.



If you feel you have the necessary qualifications and personal attributes for the job, please send your application letter together with copies of your education and professional certificates and a detailed Curriculum Vitae (CV) by 22<sup>nd</sup> December, 2023 to the address below.

The Human Resource and Administration Manager  
Zambia Compulsory Standards Agency,  
Sefalana House, Stand No. 5032, Great North Road,  
P.O Box 31302,  
**LUSAKA.**

Only shortlisted candidates will be contacted