



## VACANCY NOTICE

### HUMAN RESOURCES OFFICER - BULAWAYO

Reporting to the Human Resources Manager the incumbent will be responsible for the following:

#### Job Summary

- Ensures that Human resources policies, procedures, rules and regulations are followed assessing their effectiveness for recommendations.
- Ensures a harmonious Industrial relations climate in the organisation- advice on Labour matters, organize and participate in works council meetings, designs and conducts programs on industrial relations issues and ensures hearings are fairly conducted.
- Counsels' employees with individual problems affecting performance.
- Organises and attends Works Councils ensuring that they are held regularly every month.
- Designs and conducts programmes on industrial relations issues (training, suggestion boxes, briefings, productivity competitions etc).
- Processes and checks monthly payroll input. Attend to queries related to wages and conditions of employment.
- Writes job descriptions, organograms and maintains updates of the same.
- Processes documents for new entrants, retirees and other people terminating employment adhering to laid down policies and procedures.
- Maintains up to date records on contract workers contract renewals and acting grades according to the policy.
- Updates employee's files.
- Recruits' personnel for the business unit and assists management in selection, placement in terms of laid down procedures.
- Analyses employee mobility, forecasts, labour turnover and advises the human resources manager accordingly.
- Conducts induction for all new employees.
- Conducts exit interviews and employee clearance as per laid down procedures.
- Generate an HR Budget and monitors all costs to be within budget.
- Monitors employee productivity.
- Implements a robust succession planning system.
- Ensures Discipline within the workforce and attends disciplinary hearing as HR Representative.

#### The Person

- BSc Honours Degree in Human Resources Management
- Basic analytical and statistical skills
- Team player
- 3 years of professional working experience in a manufacturing environment.
- Excellent interpersonal written and oral communication and presentation skills
- Proven leadership record and strong problem-solving abilities.
- Ability to speak fluent English and Ndebele

Applications should be submitted to The Human Resources Office or email [kambewat@turnall.co.zw](mailto:kambewat@turnall.co.zw) on or before the 9th of June 2023.