

<https://jobs.eagmark.net/job/hr-coordinator-2/>

## Description

Human Resources – Recruitment, Performance and Talent Management

## Responsibilities

- Conduct the staffing of the office and organize the recruitment of Locally Recruited Staff (LRS) as per operational need. Assist Global HR and the concerned units in the recruitment process of Internationally Recruited Staff (IRS) to be posted in country.
- Take responsibility for all Personal Administration activities (hiring, retiring of regular, temporary and consultants).
- Provide efficient and proactive support to IRS and to the IRS management team at HQ on all requests related to IRS posted in Zambia.
- In collaboration with Global HR, establish and review periodically HR policies, procedure sand manual. Manage external vendors and services providers.
- Ensure full compliance with applicable local legislation and all HR policies and procedures established by the Hosting Organization and by CIMMYT for various Staff categories, including but not limited to hiring, discipline, promotion, separation, etc.
- Provide timely inputs for all payroll transactions to be processed in accordance with CIMMYT's practice, thus ensuring full compliance with tax and social security provisions.
- Develop, plan, implement and review regular induction sessions for new staff.
- Support the hiring of consultants as necessary.
- Maintain the staff personnel files and databases.
- Facilitate the processing of the Performance evaluation, salary, and promotion yearly reviews.
- Manage the staff benefits program locally provided to staff, including reviewing and approving benefits entitlement of staff members and dependents. Assist staff with queries.
- Ensure that payroll incidences are submitted and processed as per established payroll schedule.
- Ensure maintenance and update leave and attendance data of employees.
- Contribute to the implementation of HR Information Systems and of all associated HR policies and procedures. Ensure that the information entered in the global HR management system is constantly updated and accurate always.
- Ensure appropriate internal communication on HR related topics in coordination with the related HR team at HQ.
- Develop and implement staff wellbeing initiatives.
- Prepare and/or examine documents for exemption processing for all CIMMYT International staff and other protocol related documentation in compliance with the Zambia laws.
- Contribute actively to the definition and implementation of HR processes, partnering in working groups with HR Representatives and/or other function's representatives from Headquarter as well as other country offices, defining priorities and identifying best practices.
- Ensure compliance of activities with international norms of diplomatic

## HR Coordinator

### Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

### Employment Type

Full-time

### Industry

Agriculture

### Job Location

Lusaka, Zambia

protocol and sharing the same with relevant staff and CIMMYT stakeholders.

### **Learning and Capacity Building**

- Support the development of a detailed annual training plan in consultation with CIMMYT HR-HQ program leads/managers/and CIMMYT Country Representative.
- Support CIMMYT's wellness initiatives at country level.
- Identify appropriate resources/ trainers on theme and purpose of training wherever needed.
- Coordinate the administration of training programs, which includes raising the proposal to HQs for approval, resource mapping from the local market, logistics management etc.
- Review and understand the impact of training thereby developing the follow-up plans.
- Ensuring all the pre and post training assessments are properly scored.
- Documentation of various important activities and events.
- Ensuring all training related data is properly uploaded to Learning Management System.

### **Other Administrative Responsibilities**

- Facilitate the internal and external audits taking place in-country and ensure the implementation of audit recommendations relevant to the organization and/or the RO in collaboration with Hosting Organization.
- Oversee the Security matters and coordinate with partner organizations and the CIMMYT HQ Risk Management Unit as necessary to ensure prompt resolution of any matters arising. Assist in the preparation of the Security SOP, Contingency and Evacuation Plan.
- In collaboration with the CIMMYT HQ Risk Management Unit, prepare and implement the Occupational Health and Safety plan to comply with CIMMYT policies and regulations.
- Any other activity as required by the supervisor.

### **Qualifications**

- Bachelor or master's in administration, Human Resources, People Management or equivalent degree.
- Minimum 5 years of experience in working in a multifunctional domain.
- Experience working with donors and knowledge of donor requirements of funded projects.
- Experience working in international environments, with International NGO is preferred.
- In-depth knowledge and hands on experience of MS Office especially MS Word and MS Excel
- Good Analytical and report writing skills.
- High level of confidentiality and integrity
- Excellent verbal and written English communication skills.
- Able to be flexible in taking up tasks outside of regular job responsibilities as required.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

### **Job Benefits**

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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