

## Human Resource Business Partner

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Company: Impala Terminals

Location: Ndola

Category: other-general

### **Main Purpose:**

Provide HR, Payroll and Administrative support to Management and staff in the Zambia office

### **Knowledge Skills and Abilities, Key Responsibilities:**

Manage all IR matters and maintenance of accurate staff and payroll records in line with legislative requirements

Formulates human resource policies, strategies and action plans that are in line with the vision/mission and objectives of Impala Terminals

Advises Country Manager and management on all aspects of human resources, interpreting relevant labour laws, policies and procedures on recruitment, salary administration, job evaluation, staff development, Industrial Relations and promotions, to ensure consistent and effective handling of human relations issues and activities

Be the first point of contact for all HR-related queries

Ensure that the HR System (Workday) is up to date, accurate and complies with company standards

Establishes sound staff development policies and systems in conjunction with departmental heads to ensure that staff are fully developed and trained to enable them realize their full potential

Collate relevant documentation for Visa and Work Permit applications

Establishes recruitment strategies to ensure that all positions in the Trust are filled by well qualified and competent personnel capable of providing required knowledge and skills to the company.

Prepares the annual budget for the Human Resources and Administration Department aimed at ensuring that programs and activities such as, recruitment, training/development will be achieved

Hiring of new employees on Workday

Ensuring accuracy of leave records on Workday

Administer HR-related documentation, such as pre- employment packs, contracts of employment, etc.

Perform all administration works

Degree in Business Administration, Human Resources or related field

Minimum 1 Years Experience

Proficiency in Excel and Word

Fluent in written and spoken English


### **Key Relationships and Department Overview:**

All departments

Reporting to Regional HR Manager and Country Manager

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### **Cross References and Citations:**

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