

Human Resource Officer

[Apply Now](#)

Company: J&J Transport

Location: Lusaka

Category: other-general

Job Description:

General

The Human Resources Officer- Administration performs human resources tasks including administration of foreign employee documentation for JJ Moz, employment contract administration, staff movement, selection, and accurate records management, in compliance with internal and external policies, procedures, regulations and legislation.

The Human Resources Officer- Administration reports operationally to the Human Resources Supervisor and hierarchically to the Group Human Resources Manager.

Duties & Responsibilities

The scope of the job covers HR administrative tasks of JJB, and the administration of foreign employee documentation for JJ Moz business units.

Outline of Duties & Responsibilities:

Guard the confidentiality of the personal details and terms and conditions of employees, ensuring access to records and data only to authorized managers, seeking the approval of the GHRM in case of doubt.

Maintain employee records (electronic and paper) for employees, ensuring that arrivals, departures, grade changes and transfers are properly managed, filed and recorded, and employee data are kept accurate, without delay and up to date on the Company's information systems (hard and soft copies).

Administer Foreign employee documentation for JJ Moz (JJB, IBLTS, BLT, ST and MVA) by liaising with foreign employees, immigration and labour authorities for issuing of visas and

permits, troubleshooting, monitoring permit expiry dates, facilitating visa activities at the border and the Harare office, and ensuring that the Mozambique units HR teams Maintain a thorough knowledge and understanding of the HR Information System by uploading HR related information and formats, disseminating HR information and services on the HRIS, and extracting and providing information upon request by authorized individuals.

Liaise with HR colleagues to collate monthly statistical reports on KPI's, leave records, headcounts, and other information, contributing to narrative reports for the HR Supervisor and GHRM, and account for variances in data.

Participate in the monthly processing of the payroll (documents on absence, late starters and early leavers, overtime), under the control of the HR Supervisor and drive towards the conclusion of the payroll without errors and in time.

Administer access control systems and provide daily time and attendance (T&A) reports to department managers.

Administer hiring of new employees, leave records and requests, appointments, timekeeping issues associated with the Company's electronic time keeping system, grade changes, salary proposals, transfers and departures, by checking precedence and applying rules. Raise queries with proposal originators and recommend corrections and appropriate action to the HR Supervisor, prior to authorisation of requests.

Monitor expiry dates of probation periods and communicate directly with responsible managers for their confirmation or otherwise of the employment of individual employees before running through the expiry dates.

Uphold the SOP's of HR processes and advise management when necessary to ensure compliance with policies and procedures (Internal Regulations).

Support internal and external recruitment whenever necessary, screening and short listing job applicants and communicating directly with managers.

Assist managers with job analysis to write and prepare jobs for grading and maintain complete files of job descriptions for all positions in the Company and participate in the annual review and audit of job descriptions.

Assist the HR Officer- Recruitment in the processing of Job Descriptions.

Participate in the development and delivery of HR as a valuable partner to the business by contributing new ideas, through strong collaboration with colleagues, and by taking ownership of activities associated with Human Resources.

Perform other tasks as may be required by the Human Resources Supervisor and/or Group Human Resources Manager.

Job Requirements:

Soft Skills – Behaviors / Personal Competences:

Good interpersonal skills and the ability to deal with differences and diversity.

A strong collaborative spirit and team player, able to build effective work relationships.

Good judgment, planning and organisation skills.

Details orientation (accuracy and quality orientation when working);

Ability to work with energy, dedication, and with little supervision;

Results orientated and good time management skills;

Pro-active with initiative, dynamism and assertiveness approach;

Good judgment and ability to lead by example by demonstrating high ethical and moral behaviour whilst ensuring compliance with the Health, Safety, Environmental & Security and Anti-Bribery and Anti-Corruption policies for yourself and any of your direct reports

Open to continuing self-development to promote role-effectiveness and performance;

PRO: BD/CA.

Hard Skills – Background / Technical Competences: Academic Background:

Apprenticeship/ Class one Mechanic;

Academic Background: Degree in Management, Human Resources Management, Psychology or Law;

Experience required: 1-3 years in Transport, Logistics or HR Consultancy in International Companies;

IT knowledge: excellent knowledge of Microsoft Office products (word; excel; power point);

Age (minimum / maximum): 20-30;

Others: English – good level of the English language, both written and spoken;

LI: Minimum of 15.

From Monday to Friday

07h30 – 12h30

13h30 – 17h30

Weekend (rotated weekly – one Saturday ON full day/ followed one Saturday ON just on normal schedule):

Saturday:

07h30 – 12h30 and 13h30 – 17h30 / 07h30 – 12h30

[Apply Now](#)

Cross References and Citations:

1. Human Resource Officer Findjobshiringnearme Jobs LusakaFindjobshiringnearme ↗
2. Human Resource Officer JobsinaustraliaJobs LusakaJobsinaustralia↗
3. Human Resource Officer RepairjobsJobs LusakaRepairjobs↗
4. Human Resource Officer AfricajobscentralJobs LusakaAfricajobscentral↗
5. Human Resource Officer Egyptjobs Jobs LusakaEgyptjobs ↗
6. Human Resource Officer Searchamericanjobs Jobs LusakaSearchamericanjobs ↗
7. Human Resource Officer MuseumjobsJobs LusakaMuseumjobs↗
8. Human Resource Officer Greecejobs Jobs LusakaGreecejobs ↗
9. Human Resource Officer Jobsearchnews Jobs LusakaJobsearchnews ↗
10. Human Resource OfficerEcologyjobs Jobs LusakaEcologyjobs ↗
11. Human Resource OfficerNairobijobs Jobs LusakaNairobijobs ↗
12. Human Resource OfficerInvestmentbankerjobs Jobs LusakaInvestmentbankerjobs ↗
13. Human Resource OfficerBlockchainjobs Jobs LusakaBlockchainjobs ↗
14. Human Resource OfficerDatasecurityjobsJobs LusakaDatasecurityjobs↗
15. Human Resource OfficerLondonjobscareer Jobs LusakaLondonjobscareer ↗
16. Human Resource OfficerDatascientistjobsJobs LusakaDatascientistjobs↗
17. Human Resource OfficerUltimatejobfinderJobs LusakaUltimatejobfinder↗
18. Human Resource OfficeWarehousejobsnearme Jobs Lusaka Warehousejobsnearme ↗
19. Human resource officer Jobs Lusaka ↗
20. AMP Version of Human resource officer ↗
21. Human resource officer Lusaka Jobs ↗
22. Human resource officer Jobs Lusaka ↗
23. Human resource officer Job Search ↗
24. Human resource officer Search ↗
25. Human resource officer Find Jobs ↗

Source: <https://zm.expertini.com/jobs/job/human-resource-officer-lusaka-j-j-transport-4710ec278b/>

Generated on: 2024-05-03 by Expertini.Com