

1. DIRECTOR- HUMAN RESOURCE AND ADMINISTRATION

JOB TITLE	DIRECTOR – HUMAN RESOURCE AND
JOB GRADE	IBA 2
UNIT	HUMAN RESOURCES AND ADMINISTRATION
REPORTS TO	DIRECTOR GENERAL (CHIEF EXECUTIVE OFFICER)

2. PURPOSE OF THE JOB:

To provide strategic leadership and direction to the human resource and administration function to promote decent work environment and ensure proper, efficient and effective management and service delivery that effectively contributes to the achievement of the Authority's mandate.

3. KEY RESPONSIBILITIES

No	Accountabilities	Key Result Areas
1	To advise the Director-General on the formation, development and application of policy and strategic decisions relating to the Human Capital.	Expert Advice
2	Support the Director General in ensuring that staff and members are well informed and up to date on developments affecting Human Resource and best practice.	Technical Support
3	Formulate a comprehensive, integrated, and effective Human Resource management framework that will foster a high-performance culture.	Human Resource management framework
4	Provide an advisory and consultative service to line Managers on all aspects of Human Resource in order to foster best practice and adherence to labour laws.	Expert Advice
5	Oversee the development and execution of human resource policies and procedures with respect to, compensation, workforce planning, benefits, career development programmes, staff funeral among other staff welfare programmes.	Human resources policies and Procedures
6	Supervises the overall planning, development and implementation of the Strategic Plan and programmes and initiatives to foster a positive reputation of the Authority.	Planning
7	Develop, review, and implement Performance Management System	Performance Management

No	Accountabilities	Key Result Areas
8	Oversees the administrative operations of the Authority and legal obligations through the provision of the requisite coordination/guidance and direction to optimise efficiency.	Oversees the administrative operations
9	Develop plans and systems to ensure timely provision of administrative and logistical support services to facilitate efficient and effective delivery of services.	Administrative and Support Services
10	Develop mechanisms aimed at ensuring that all policies and procedures are compliant with best practice, understood and implemented by staff to ensure their wellbeing	Compliance to best practice
11	Ensure timely development and implementation of departmental and individual work plans to monitor and evaluate performance.	Work plans
12	Prepares annual Human Resources and Administration business plan and its budget to ensure the effective execution thereof, in conjunction with the Director General	Human Resource business plan and budget
13	Provide leadership and management with the visibility, control and decision support required to understand and manage the HR department.	Leadership
14	Manage the development of direct reports, effectively linking Performance Management, learning & development, talent management and the Employee Value Proposition to achieve optimum performance.	Reporting
15	Research on job and worker requirements, structural and functional relationships among jobs and occupations and occupational trends.	Research
16	Align the Human Resource and Administration direction with organizational and functional strategies and direction through long-term Human Resource plans to ensure that the workforce is well-positioned to meet the current and future demands of the organizational goals.	Human Resource Strategies
17	Develop, implement, and evaluate health and wellness programs to ensure employees' access to quality medical services, and comply to health regulation to provide a conducive working environment	Staff Wellness

No	Accountabilities	Key Result Areas
18	Development and Implementation of Succession Plans across all levels	Succession Plan
19	Development and Implementation of a change management strategy	Change Management Strategy
20	Oversees institutional budgeting in relation to strategic Plan, workplans and other activities.	Budgeting
21	Lead in formulation and periodic review of the directorate risks in relation to the risk policy	Risk Management
22	Performs any other duties that may be delegated from time to time by the Director General.	Other Duties

4. REPORTING RELATIONSHIPS

a. Reports to:

Director General

b. Other Job Reporting to (4a) above: None

- Director- Compliance and Licensing IBA- 02
- Director- Human Resource and Administration- IBA 02
- Director Corporate Communication- IBA 02
- Manager- Finance- IBA 03
- Authority Secretary and Legal Counsel IBA 03
- Internal Auditor- IBA 05
- Head Purchasing and Supplies.
- Personal Assistant - IBA 07

c. Number of level of subordinates: Three (3)

- Manager – Human Resource and Administration- IBA 03
- Administrative Officer- IBA 05
- Senior Registry Officer IBA 07
- Secretary – IBA08

5. KNOWLEDGE AND SKILLS REQUIREMENTS

Education

- i. Bachelors' Degree in Human Resource Management, Public Administration, Business Administration
- ii. Masters' degree in Human Resource Management, or Public Administration
- iii. Full Member or Fellow of the Zambia Institute of Human Resources Management (ZIHRM)

Experience

More than 10 years of experience in Human Resources with at least 5 years middle management experience with excellent working knowledge of a wide range of Labour Laws, Employment Act and Industrial Relations Act

Skills Specification

Highly developed leadership and management skills; Strategic/Business planning skills; Good working knowledge of labour laws, Talent management. Knowledge of business management; High analytical skills / Business acumen and exemplary work ethics
Strong managerial skills, including motivating, developing, coaching and leading teams;

Personal Attributes

Possess a high level of broad business and management skills and is effective at generating financial support for the organization; Strategic/Business planning skills; Good working knowledge of broadcasting principles and concepts; Excellent communication and people skills, as the jobholder has to interact at the highest level with major stakeholders; Good management and leadership skills.

Responsibility/span of control/people management

A managerial role that controls the activities of the entire directorate including. Provides professional advice to management staff on the interpretation of the industrial relations provisions, staff training,
Directly in charge of Human Resources Manager, Information and Communication Technology Manager and legal Counsel.

Environment

- i. Mostly Executive office environment: minimal physical exertion very light work, mostly sedentary type of jobs with minimum requirement to visit a site or works.
- ii. **Occupational Hazards:** Job is performed in normal office environment where the degree of discomfort experience is negligible. The job is performed in a safe environment with insignificant hazards.
- iii. **Physical Effort:** Mostly sedentary. However, job could entail extensive traveling by air and road, resulting in physical strain/fatigue

Decision making

Implements the, Human Resources, conditions of employment and service, manpower policy, staff training and development within broad guidelines established by the Board and regulated by the Director General.

Communication

Excellent communication skills including the ability to write concise, straight forward and jargon free material. The job requires maintaining close interaction with senior members of staff, Ministry of Information Broadcasting Service, Ministry of Labour and Social Services, Trade Unions and Training Institutions. Provide information to all employees, through notices and memoranda. Prepare departmental reports to Director General highlighting activities and performance of the department, staff returns, establishment figures and disciplinary cases recorded.

Work complexity-physical effort, mental effort

Developing and implementing sound implement sound Human resources and Administration Policies, attractive conditions of employment policy, manpower policy, sound recruitment policy and staff training and development aimed at creating industrial harmony and enable the Authority meet its objectives.

The job has a high responsibility for planning, organizing directing, coordinating, and control of activities or operations of several units/departments. (Extreme high mental application, creativity and abstract thinking required which are normally guided by very broad general Authority's mission, purpose and direction of Authorities outside the Authority).

Resource management-finance and material

The value of financial resources generated or controlled by the job holder is extremely high. Job holder is required to ensure that all necessary tools are available for the good performance of staff. Responsible for a number of the entire organization business premises, vehicles and equipment.

Consequence of Error

Error may result in poor performance of staff and inadequate administration of the organization resulting into poor service delivery. /Error may result in industrial unrest.

Analytical/ Problem Solving:

- (a) **Analytical/ Problem Solving:** Job requires high mental and analytical application to manage the Corporate Services function efficiently and effectively. Thinking is governed by approved policies, systems and procedures. Should be able to resolve industrial relations problems to ensure industrial harmony.
- (b) **Physical Skills:** Should be computer literate to maintain related statistics, e.g. establishments, vacancies, disciplinary cases, succession plans, and staff returns
- (c) **Computational/ Numerical Skills:** Should be able to numerate in order to maintain and translate statistical trends, staff projections, perform calculations of salary increments/adjustments, performances appraisals, staff returns, departmental budget, succession charts and salary advances.