Zambia Institute of Advanced Legal Education

EMPLOYMENT OPPORTUNITY

Human Resource & Administration Manager

The Council of the Zambia Institute of Advanced Legal Education (ZIALE) is looking for a suitably qualified experienced and result oriented person to fill the position of Human Resource & Administration Manager**.**

JOB PURPOSE

To manage human resources functions and the provision of logistical and administrative support services in order to enhance individual employee and institutional performance.

DUTIES AND RESPONSIBILITIES

- Manages effectively the development and review of Human Resource and Administration polices in order to provide standard guidelines and procedures;
- Manages effectively the interpretation and implementation of Conditions of Service in order to meet contractual obligations and enhance staff morale;
- Coordinates effectively the recruitment and placement of staff in order to ensure filling of vacancies with suitable candidates;
- Manages effectively the Human Resource development functions in order to build capacity and enhance performance;
- Manages efficiently the provision of administrative and logistical support services in order to facilitate smooth operations of the Institute;
- Ensures timely preparation of payroll inputs in order to meet contractual and statutory obligations;
- Manages the development and implementation of the Health, Safety and Wellness programmes in order to enhance staff wellbeing;
- Coordinates effectively the processing of disciplinary cases in order to comply with the provisions of the Disciplinary and Grievances Procedures Code and ensure fairness;
- Manages efficiently monitoring and evaluation of Strategic Plan implementation in order to track performance and facilitate implementation of appropriate intervention;
- Coordinates timely development of work plans and implementation of the performance management system in order to monitor and evaluate performance; and
- Manages effectively the utilisation of financial and other resources in order to meet the objectives of the Unit.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12/Form V School Certificate
- Bachelor's Degree in Human Resource Management or equivalent
- Member of the Zambia Institute of Human Resource Management (ZIHRM)
- Eight (8) years' experience of which three (3) should be at management level

SKILLS AND ATTRIBUTES

- Good written and oral communication skills
- Integrity
- Computer literate
- Interpersonal skills
- Leadership skills
- Managerial skills
- Confidentiality
- Negotiation skills
- Conflict management skills

Interested candidates meeting the above profiles should submit application letters enclosing the Curriculum Vitae and Zambia Qualification Authority (ZAQA) certified copies of the academic and professional certificates and National Registration Card to the following address not later than 24th November, 2026.

The Director & CEO
Zambia Institute of Advanced Legal Education
Plot No. 36983, Andrew Mwenya Road
Rhodespark
P.O Box 30690
LUSAKA

Only shortlisted candidates will be contacted.

A centre of excellence in law practice training.