



**JOB DESCRIPTION:** Human Resource Manager

**PURPOSE:** Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

To oversee and manage all aspects of the school's human resources functions, ensuring the recruitment, development, and retention of qualified staff who align with the school's Christian values and contribute to its overall mission and goals.

**ACCOUNTABLE TO:** Business Manager

**WORKING RELATIONSHIPS:** Principal, Heads, Finance Manager, Site Manager, Union leaders, Supervisors

**KEY RESPONSIBILITIES:**

**STAFF:**

Recruitment

- Collaborates with Heads of Department to identify staffing needs, conduct interviews, and make hiring decisions.
- Implements effective human resource and succession plans to ensure the right number of staff, with the right skill mix, are placed in the right jobs at the right time.

Payroll and Compensation

- Coordinates with the finance department to process payroll accurately and manages compensation and benefits changes.
- Interprets and implements the School's terms and conditions of service, management decisions, and policies relating to employment, compensation, training, development, and staff welfare.
- Manages employee benefits programs to support the well-being of the staff.

Onboarding

- Oversees the onboarding process for new hires, ensuring a smooth transition into the school's culture and providing necessary training and orientation.

Training and Development

- Ensures efficient and effective delivery and evaluation of training and development programs, contributing to the achievement of the school's business objectives.

#### Discipline Administration, Industrial and Employee Relations

- Promotes a positive industrial relations atmosphere, communicating and negotiating with the union on behalf of Management.
- Addresses and resolves employee concerns, conflicts, and grievances in a fair and compassionate manner, in line with the school's Christian values.
- Ensures that disciplinary cases are promptly and consistently processed and disposed of to uphold the principles of natural justice and impartiality.

#### Performance Management System and Staff Management

- Implements and monitors the School Performance Management System (PMS)
- Supervises, coaches, motivates, develops, and disciplines subordinates to ensure corrective action and optimum performance.
- Line manage the Security department

#### **COMPLIANCE AND REPORTING**

- Conducts HR compliance audits to ensure adherence to employment laws, regulations, and school policies.
- Prepares termly Board HR reports, providing insights into HR key performance indicators (KPIs).
- Stays informed about employment laws and regulations, ensuring the school's practices align with legal requirements and ethical standards.
- Maintains accurate and up-to-date employee records, including personnel files, attendance records, and performance evaluations.

#### **RESOURCES AND INFRASTRUCTURE:**

- Be a good steward of the School's financial and material resources.
- Contributes to the school's cost-effectiveness by ensuring that HR and administration programs are within the approved budget.

#### **PASTORAL CARE, SPIRITUAL GROWTH AND ENRICHMENT:**

- The role requires more than just procedural regularity, it is a key pastoral role within the school that will ensure staff and workers are properly cared for.
- Contribute to and benefit from the wider life of the school by getting involved in student and staff programmes that promote well-being, enrichment and spiritual growth.

#### **EXTERNAL RELATIONS:**

- Maintain links with local government departments and agencies such as immigration, labour office, police, district hospital, District Commissioner's office, national registration office, NAPSA, workers compensation.
- Team work will be vital to ensure the public message of Chengelo is consistent across all sections of the school. The role require occasional out of town travel to Kabwe, Ndola and Lusaka.

**GENERAL:**

- Contribute to the provision of a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Business Manager.

**REVIEW AND AMENDMENTS:**

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.