



ICAP at COLUMBIA UNIVERSITY ZAMBIA
JOB DESCRIPTION

Job Title: Human Resources Assistant
Reports to: Human Resource Manager
Location: Lusaka
Date: August 2020

POSITION SUMMARY

The incumbent will work with the Human Resource Manager and will be involved with HR programs and services including on boarding of staff and ensuring all pertinent HR information is timely collected, processed and updated and filed accordingly.

MAJOR ACCOUNTABILITIES

- Assisting with on boarding of employees to the organization by conducting orientation in collaboration with the HR Manager. This includes ensuring Bio Data, Employee Record Forms, UNIs, ID cards, Airtime and other working tools are provided.
- Assisting with maintaining employee information, entering and updating employment data by ensuring all employee records are kept on file and updated at all times.
- Coordinating, collecting and recording of Timesheets for all ICAP employees and submit to HR Manager for checking.
- Assisting with recording of all types of leave and updating of leave tracking system.
- Assisting in preparation and coordination of HR related in-house training.
- Assist with coordination of exit clearances and handover of ICAP equipment from exiting staff.
- Compiling input for HR monthly report e.g. UNI creation, DIA System activations etc.
- Liaising with Administration on staff issues relating to monthly talk time and other office requisitions in the provinces in readiness for review by HR Manager.
- Performing any other duties as may be assigned from time to time by the Supervisor.

EDUCATION

- Diploma in Human Resource Management or any related field.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Grade 12 certificate with credits in any five subjects including English and Mathematics
- Diploma in Human Resource Management or any related field.
- Minimum of two (2) years' work experience.
- Registered membership with the relevant professional body
- Excellent computer skills, at minimum with Microsoft Office Package.

Preferred Qualifications

- Diploma in Human Resource Management or any related field.

Travel Requirements

- Requires domestic travel of a minimum of 30-40% of the time