



VACANCY NOTICE

Notice number HR270323

The Securities and Exchange Commission is responsible for the regulation of the capital market in Zimbabwe. We are seeking a suitably qualified and experienced candidate to fill in the position of **Human Resources and Administration Manager**. The successful candidate will be reporting to the Chief Executive Officer.

Duties and Responsibilities:

- Develop, implement and monitor all HR strategies and initiatives aligned with the Commissions strategy.
- Manage the recruitment and selection process.
- Support current and future business needs through strategic training and development activities.
- Oversee and manage performance management to ensure high performance.
- Drafting and reviewing HR policies and procedures and enforcing the same.
- Provide guidance and assistance to senior management and employees on HR related issues.
- Manage and administer the payroll and employee benefits function.
- Coordinate disciplinary and grievance actions ensuring compliance with the Code of Conduct and the Labour Act.
- Ensure staff complies with health and safety regulations.
- Manage the termination process in compliance with the relevant governing laws.
- Oversee and manage the administration function.

Requirements and Skills

- Bachelor's degree in Human Resources Management or a related field
- At least 5 years' experience in human resources
- IPMZ Diploma and a Master's degree are an added advantage.
- Practical knowledge of Belina payroll
- Ability to build key internal and external relationships.
- Good problem-solving skills
- Ability to handle pressure.
- Good oral and written communication
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government laws.

Application letters with C. Vs to be e-mailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. These should reach us NO LATER THAN 31 March 2023. Only shortlisted candidates will be responded to.