



JOB OPPORTUNITY

ZCAS University is a Tier 1 University registered under the Higher Education Authority Act No. 4 of 2013 as amended by the Higher Education (Amendment) Act No. 23 of 2021, offering Bachelor's, Master's, and Doctorate degree programmes on full time, part time and distance education modes of study. The degree programmes on offer are in Accountancy, Computing, Technology and Applied Sciences, Law, Finance and Business-related disciplines.

ZCAS University has a wide diversity in its student population with many coming from neighbouring countries such as Zimbabwe, Malawi, Namibia, and Democratic Republic of Congo. Others come from as far out as China and India. The University encourages diversity and inclusivity in its academic and support workforce. It is conveniently located in the Central Business District of Lusaka near the Intercity Bus Terminus on Dedan Kimathi Road.

ZCAS University invites applications from suitably qualified and experienced persons to fill the following position on a short-term basis:

1. JOB TITLE: HUMAN RESOURCE ASSISTANT (1 POSITION – CONTRACT DURATION: 6 MONTHS)

1.1. PURPOSE: To provide administrative support to the HR department, ensuring efficient operations and assisting with the management of employee queries and records.

1.2. RESPONSIBILITIES

- 1.2.1. Maintain employee records, managing HR documents, and updating internal databases and employee files.
- 1.2.2. Maintain and update HRIS (Human Resource Information System) to ensure accurate employee data.
- 1.2.3. Generate and analyse HR reports to support management in decision-making.
- 1.2.4. Ensure data integrity and security within the HRIS.
- 1.2.5. Maintain records of employee training and development activities.
- 1.2.6. Any other duties assigned by the supervisor.

1.3. QUALIFICATIONS:

- 1.3.1. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.

- 1.3.2. Bachelor's degree in Human Resource Management from a registered/accredited university.
- 1.3.3. Must have knowledge of Zambian Labour / Employment Law.
- 1.3.4. Must be proficient in Microsoft Office.
- 1.3.5. Must be a fresh graduate.
- 1.3.6. Experience / qualification in records management will be an added advantage.
- 1.3.7. Member of the Zambia Institute of Human Resource Management.

1.4. OTHER ATTRIBUTES

- 1.4.1. Excellent interpersonal and networking abilities, with the ability to build and maintain relationships.
- 1.4.2. Excellent written and verbal communication skills, with attention to detail.
- 1.4.3. Ability to work effectively under pressure and meet tight deadlines.
- 1.4.4. Innovative and able to work under minimum supervision.

The position applied for should be clearly stated in the application letter and marked on the envelope.

Eligible candidates who meet the above specifications should submit a motivation letter indicating their suitability for the role, detailed Curriculum Vitae (not more than 4 pages) with three traceable referees, and certified copies of academic and professional qualifications to:

The Registrar
ZCAS University
P.O. Box 50497 RW
LUSAKA

Or email: recruitment@zcasu.edu.zm (Note that soft copy applications must be sent as one (1) merged pdf document)

Closing Date: Friday 31st May 2024. Only short-listed candidates will be contacted.