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## VACANCY ANNOUNCEMENT

**Job Title:** Senior Manager Human Resource & Administration  
**Vacancy:** 1  
**Location:** Lusaka  
**ERB Grade:** ERB 3  
**Reports To:** Director General

### Background

The Energy Regulation Board (ERB) is a statutory body established under the Energy Regulation Act No. 12 of 2019 to regulate the energy sector by licensing undertakings and ensuring consumers receive a quality service at an equitable price while ensuring a reasonable rate of return to the energy utilities.

The ERB now seeks to recruit a suitably qualified and experienced person to fill the position of **Senior Manager Human Resource & Administration** to head the Human Resource & Administration Department of the Institution.

### Job Purpose

To maintain, motivate and develop human resources in order to enable ERB achieve its goals and objectives effectively and efficiently.

### Main Duties and Responsibilities

- Developing human resource policies and procedures and advises on organizational policy matters and recommends changes as necessary
- Identification of staff vacancies and facilitates the recruitment and selection of applicants and liaises with management on salary levels for existing and prospective staff consistent with organisation salary scales
- Planning and conducting new employee orientation and providing current and prospective employees with information about policies, job duties, working conditions, salaries and employee benefits
- Implementing strategic action plans pertaining to training and development, working closely with line management to ensure that staff training needs and actual training supports the business

- Analysing, modifying and administering employee compensation and benefits to ensure employee satisfaction and acceptable conditions of service
- Developing and implementing a staff performance management system that rewards excellence and addresses poor performance, and performs succession planning
- Planning and conducting Job Evaluation, Salary Surveys and Organisation Development activities so as to rationalise the effective deployment and utilization of staff
- Executing health, safety and programmes for employees
- Promoting employee engagement, handling and mediating employee disputes and developing programmes to promote employee retention
- Planning, supervising and coordinating work activities of subordinates
- Deploying the Human Resources and records information management systems that facilitate business and strategic planning at both corporate and functional level
- Devising and implementing a sound disciplinary code of conduct in the organisation so as to improve the behavior and performance of the workforce

### **Required Skills**

- Corporate Governance
- High emotional and social intelligence skills
- High interpersonal skills
- Highly computer literate
- High integrity and ethical attributes
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem solving
- Able to supervise and build a cohesive team

### **Minimum Qualifications**

- Grade 12 School Certificate or equivalent
- A minimum of a Bachelor's degree in Human Resource Management, Public Administration or other related field
- Membership to the Zambia Institute of Human Resource Management
- 7 years, Senior management/supervisory Level experience
- Experience in Industrial Relations

### **How to Apply**

Applicants must submit hard copies of application letter, current Curriculum Vitae, certified photocopies of relevant academic and professional qualifications. Applications should be submitted no later than 18<sup>th</sup> July, 2022 and must be marked **CONFIDENTIAL: JOB APPLICATION – SENIOR MANAGER HUMAN RESOURCE & ADMINISTRATION** and addressed to:

**The Director General  
Energy Regulation Board  
Plot No. 9330, Danny Pule Road  
P.O. Box 37631  
LUSAKA**

Submissions by email will NOT be accepted. Only short-listed candidates will be contacted.