



LUSAKA WOODWORKING AND FURNITURE COMPANY LIMITED

The Human Resource (HR) Officer will manage the complete employee lifecycle—handling recruitment, onboarding, payroll processing, and statutory compliance. He or she will act as a bridge between management and staff, enforcing local labor laws and Company policies to cultivate a productive work environment.

Core Responsibilities

- **Recruitment & Onboarding:** Manage end-to-end hiring processes, including drafting job descriptions, posting advertisements, conducting interviews, and leading new-hire orientation.
- **Employee Relations:** Handle staff grievances, mediate workplace disputes, and facilitate disciplinary procedures fairly and transparently.
- **Payroll & Benefits Administration:** Process monthly payroll, track time and attendance, and administer staff benefits like medical insurance and gratuity/pension schemes.
- **Performance Management:** Coordinate staff appraisals, track probation periods, and identify training needs.
- **Compliance & Record Keeping:** Ensure the company adheres to Zambian Labor Laws (e.g., Employment Act 2019, OSHA 2025) and manage accurate employee records.

Key Requirements & Qualifications

- **Education:** A minimum diploma or bachelor's degree in Human Resource Management, Business Administration, Public Administration or a related field.
- **Certification:** Membership in the Zambia Institute of Human Resource Management (ZIHRM) is highly preferred and often mandatory for career progression.
- **Experience:** Typically 1 to 2 years of proven HR or administrative experience.
- **Hard Skills:** Working knowledge of Human Resource Information Systems (HRIS) and proficiency in Microsoft Office.

Local Labor Law Context

In Zambia, an HR Officer must deeply understand the *Employment Act, 2019*, ensuring all employee contracts, leave days, and termination procedures meet the statutory thresholds. They are also responsible for managing statutory deductions (e.g., NAPSA, NHIMA, and Personal Levy)

How to Apply

Please send your application enclosing CV and qualifications to careers@woodworks.co.za