

Job Advertisement: Manager – Talent & Administration Manager

Position: Manager – Talent & Administration

Reporting to: Managing Director

Location: Lusaka, Zambia

Employment Type: Full-Time

Closing Date: 12 July 2024

Position Overview

Finsbury Reinsurance Limited (Fin Re) is seeking a dedicated and experienced Talent and Administration Manager to join our team in Lusaka. The Talent and Administration Manager will play a crucial role in shaping our high performance company culture, ensuring our workforce remains engaged and motivated, and overseeing administrative functions. This position involves managing HR functions, from recruitment and talent management to employee relations and compliance, as well as handling administrative responsibilities that contribute significantly to our organisational success.

Key Responsibilities

- Oversee and manage all HR functions, including recruitment, talent management, employee relations, and compliance.
- Manage the entire recruitment process: job advertisements, interviews, onboarding, and documentation.
- Ensure compliance with statutory, regulatory, and company policy requirements.
- Provide HR support in areas such as payroll, benefits, performance management, and disciplinary issues.
- Maintain and update the HR system and employee records.
- Liaise with brokers and insurance providers for staff benefits administration.
- Manage employee exit processes and administer exit procedures.
- Support staff training and development activities.
- Advise management and employees on employment law and HR policies.
- Compile HR-related reports and data for Management.
- Oversee administrative functions including office management, procurement, and facilities management.
- Ensure efficient office operations and provide administrative support to various departments.
- Maintain records of office supplies, equipment, and inventory management.
- Coordinate and manage logistics for meetings, events, and travel arrangements.

Qualifications and Experience

- Bachelor's degree in Human Resource, Business Administration, or a related field.
- Minimum of 3 years' experience in a managerial HR role.
- Membership in the Zambia Institute of Human Resource Management (ZIHRM).

- In-depth knowledge of Zambian Labour Law.
- Strong interpersonal, written, and oral communication skills.
- Ability to work collaboratively in multicultural settings and handle a challenging workload.

Application Instructions

Interested candidates should email their details to Hr@finre.co.zm by the closing date of 12 July 2024.

Fin Re is an equal opportunity employer. We encourage applications from all qualified individuals.