VACANCY NOTICE

POST : Human Resource Officer

GRADE : D3

STATION : Harare

REPORTS TO : Deputy Director, Human Resource

Job Purpose

ZIMSTAT seeks to engage a highly motivated and results-driven Human Resources Officer to support the effective delivery of human capital management services across the Agency. The successful candidate will be responsible for implementing contemporary human resources practices and contributing to the creation of a high-performance organizational culture.

Key Responsibilities and Duties

1. Implement and monitor HR policies, systems, and procedures consistent with the Agency's strategic objectives and applicable labour laws.
2. Coordinate and supervise recruitment, selection, and induction processes to ensure merit-based and transparent hiring.
3. Facilitate and monitor the performance management cycle, including performance planning, reviews, and improvement interventions.
4. Process payroll and administer all payroll-related statutory returns in compliance with relevant legislation.
5. Administer the ZIMSTAT Employment Code of Conduct, manage disciplinary cases, and conduct disciplinary hearings in line with due process.
6. Serve as Secretariat to Boards of Inquiry, ensuring procedural compliance and accurate record-keeping.
7. Oversee leave administration, ensuring accurate tracking, approval, and reporting.
8. Support employee relations, staff welfare, and wellness programmes to promote engagement and productivity.
9. Coordinate training and development initiatives, conduct skills audits, and maintain training records.
10. Maintain and update HR databases, personnel files, and the HR Information System (HRIS).
11. Prepare HR analytics reports to support evidence-based management decisions.
12. Contribute to organizational culture transformation and change management initiatives.

Qualifications and Experience

a) Bachelor's degree in Human Resources Management, Industrial Relations, or any equivalent social science degree.
b) Relevant professional qualification and membership with a relevant professional body such as IPMZ is an added advantage.

c) At least three (3) years of relevant work experience in a reputable public or private sector organization.
d) Sound knowledge of Zimbabwean labour laws, HR policy frameworks, and performance management systems.
e) Demonstrated proficiency in HR Information Systems (HRIS) and Microsoft Office applications.

Key Competencies and Attributes

a) Strong interpersonal and communication skills.
b) High ethical standards, confidentiality, and integrity.
c) Analytical and problem-solving ability.
d) Attention to detail and commitment to deadlines.
e) Capacity to work both independently and collaboratively.
f) Demonstrated commitment to professional excellence and continuous improvement.

How to Apply?

Interested and qualified candidates should submit an application letter, a detailed curriculum vitae, and certified copies of academic and professional qualifications. Applicants must clearly indicate the position being applied for and submit their applications **online via the ZIMSTAT website:** **www.zimstat.co.zw** no later than **25 November 2025**.

ZIMSTAT is committed to diversity and is an equal opportunity employer. We particularly encourage applications from women.