ZIMBABWE NATIONAL STATISTICS AGENCY

VACANCY NOTICE

VACANCY NOTICE **REF:** ZIMSTAT/VAC/2026/04

Job Title: Director – Human Resources

Duty Station: Head Office, Harare | Reports to: Director-General

Job Purpose

ZIMSTAT seeks to engage a highly motivated, strategic and results-driven Director for the Human Resources Division who provides visionary leadership and strategic oversight of the Agency's human capital management function. The role is responsible for driving a people strategy that attracts, develops, motivates and retains a highly skilled workforce, while building a high-performance, ethical and engaged organisational culture. By championing sound employment relations, effective performance and talent management, and strict compliance with labour laws and governance requirements, the incumbent ensures that the Agency's human capital is aligned to deliver its statistical mandate and strategic objectives.

Key Responsibilities and Duties

1. Spearhead the formulation, implementation and periodic review of the Agency's Human Capital Strategy, ensuring alignment with the ZIMSTAT Strategic Plan.
2. Lead workforce planning, organisational design and establishment control, ensuring an optimal, cost-effective structure responsive to the Agency's mandate.
3. Direct transparent, merit-based recruitment, selection, placement and onboarding of high-calibre talent.
4. Design, implement and monitor a results-based performance management system that cascades strategic objectives to individual performance contracts.
5. Oversee job evaluation and grading, remuneration, benefits and conditions of service, ensuring internal equity, competitiveness and compliance with public sector guidelines.
6. Drive learning and development, leadership development, succession planning and capacity-building programmes with local and international partners.
7. Foster sound and harmonious employment relations; manage the Works Council and collective bargaining processes, grievances, the Code of Conduct and disciplinary processes, and represent the Agency in conciliation, arbitration and Labour Court proceedings.
8. Develop, periodically review and implement HR Policy and Procedure Manuals aligned with the Labour Act [Chapter 28:01], the Public Entities Corporate Governance Act [Chapter 10:31] and best practice.
9. Champion the digitalisation of HR processes, including the HR Information System (HRIS), HR records management, payroll integrity controls and HR analytics.
10. Oversee occupational safety, health and wellness programmes, and promote employee engagement, diversity, gender inclusion and a positive organisational culture.
11. Coordinate the human resources planning, recruitment, contracting and welfare of large-scale temporary field staff engaged for censuses and surveys.
12. Serve as the principal advisor to the Director-General and the Board's Human Resources Committee on human capital matters, preparing Board papers and reports, and manage the Division's budget and people-related risks.

Qualifications and Experience

1. Bachelor's Degree in Human Resources Management, Industrial Psychology, Business Administration (HR major) or a related field from a recognized university.
2. Master's Degree in Human Resources Management, Business Administration, Strategic Management or related field.
3. Mandatory IPMZ professional qualification in Human Resources Management and active membership of the Institute of People Management of Zimbabwe (IPMZ).
4. Mandatory high-level knowledge of payroll management and of Labour Law, in particular the Labour Act [Chapter 28:01]; a qualification in Labour Law or Conciliation and Arbitration is an added advantage.
5. A minimum of eight (8) years of progressively responsible post-qualification experience in HR management.
6. At least three (3) years must have been served at a senior managerial or executive directorate level within a reputable corporate, public sector, or non-profit organization.
7. Demonstrated hands-on proficiency in computerized Human Resources Information and Payroll Systems; working knowledge of SAP HCM and experience in a public entity environment are added advantages.

Key Competencies and Attributes

a) Exceptional strategic leadership capacity to direct multi-disciplinary teams, delegate effectively, and foster a culture of high performance and accountability.
b) Outstanding written and verbal communication, negotiation and influencing skills, with the ability to engage the Board, management, staff and worker representatives.
c) Open-minded, decisive, and approachable leadership style grounded in high emotional intelligence, sound business acumen, and collaborative management.
d) Uncompromising commitment to professional ethics, confidentiality, transparency, integrity, and corporate governance.
e) Expertise in Labour Law (Labour Act [Chapter 28:01]), Employment Relations & Dispute Resolution.
f) Proven ability in Organisational Development & Change Management.
g) Advanced knowledge in Data Fluency, HR Analytics & Digital HR Technology.
h) Expertise in Talent Management, Succession Planning, Coaching & Mentoring.
i) Knowledge of public sector governance frameworks, remuneration policies and conditions of service applicable to public entities.

How to Apply

1. Prepare an application letter, a detailed Curriculum Vitae (CV) and certified copies of your national identity document, academic and professional certificates.
2. Submit your application **online via the ZIMSTAT website: www.zimstat.co.zw**

APPLICATIONS CLOSE
28 November 2026

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