

JOB ADVERT

Designation:	Manager – Human Capital Operations
Reporting Line:	Country Head – Human Capital
Business Unit:	Human Capital Operations
Location:	Lusaka
Job Purpose	
Translate the bank’s in-country Human Capital programmes into operating capabilities and manage the implementation thereof to ensure the achievement of the HC objectives.	
KEY OUTPUT & RESPONSIBILITIES	
Management of Human Capital’s operational activities	
<ul style="list-style-type: none"> ▪ Manage the operating model by facilitating adherence to operational practices and processes to ensure no operational breakdown ▪ Facilitate the production of HC analytics that enhance the bank’s HC offering to enable sound decision-making ▪ Co-ordinate, implement and consolidate the country HC budget to ensure the realisation of top and bottom line savings 	
Initiation, development and deployment of programme, project and change initiatives	
<ul style="list-style-type: none"> ▪ Guide, steer and implement programmes and projects to deliver on the strategy ▪ Identify programmes, projects and change initiatives in support of the country HC strategy and facilitate the deployment thereof to achieve objectives within cost and time parameters 	
Management of the bank’s HC platform	
<ul style="list-style-type: none"> ▪ Update & Maintain the HRIS in a manner that will ensure that business needs are met ▪ Keep close oversight of the accuracy and integrity of HC data to ensure the provision of accurate, timely, insightful Human Capital analytics and reporting 	
Facilitation of adherence to governance and control framework and processes	
<ul style="list-style-type: none"> ▪ Formulate & ensure the communication and adherence of governance and policy frameworks to achieve satisfactory audits. ▪ Build and maintain sound relationships with internal Risk and Compliance that will ensure the business is prepared for identified risks and regulatory and legislative changes that impact the Human Capital arena. 	
Internal and External stakeholder engagement	
<ul style="list-style-type: none"> ▪ Build relationships with key stakeholders to understand their current and future business needs ▪ Manage outsourced partners in line with SLA requirements to attain trusted advisor relationships. 	
Effective Teamwork, Self-Management and Alignment with ATMA Values	
<ul style="list-style-type: none"> ▪ Participate in checking and vetting logical access management to ensure business users have appropriate levels of access and to ensure system rights are automatically modified when people move or leave ▪ Define performance contracts for staff to ensure that their objectives are in line with the Banks’ overall strategy 	
Human Capital Strategy	
<ul style="list-style-type: none"> ▪ Take responsibility for the programme management of Human Capital initiatives and projects and drive their successful implementation ▪ Support in developing an HC strategy that is supported by appropriate practices, policies, platforms, service level agreements and administration to ensure documented practices are in place that support the strategy ▪ Collaborate with BU Heads, Human Capital Centre of Excellence (COE’s) and broader HC team to align HC strategies and plans to the needs of the business units. 	
HC Administration, MI and Reporting	
<ul style="list-style-type: none"> ▪ Co-develop and review key metrics and analytics for measuring the success of HC initiatives and manage their ongoing relevance and implementation 	
Compensation and Benefits	
<ul style="list-style-type: none"> ▪ Ensure BU’s remuneration information is aligned to internal data and market surveys and advise internally on compensation best practice linked to BU strategy and resolve individual anomalies and challenges. 	
Education Requirements	
<ul style="list-style-type: none"> ▪ Grade 12 School Certificate with 5 credits, English and Mathematics inclusive. ▪ Degree in in Human Resource, Industrial Psychology or any relevant business degree ▪ Oracle or Flexcube Certification would be advantageous 	
Experience, Skills & Knowledge	
<ul style="list-style-type: none"> ▪ 5+ years’ experience in HC Operations ▪ Competent in Excel, MIS, Market Datac ▪ Proficiency in MS Office applications 	

Interested Applicants who meet the job requirements should email their CV’s to e-mail address jobs-zm@bancabc.co.zm. Please note that only shortlisted candidates will be contacted. **Clearly state the position you are applying for in the subject field.** Closing date: Friday, 29th December, 2023