



## **Southern African Power Pool**

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### **Vacancy: Human Resources Officer**

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#### **1. INTRODUCTION**

The Southern African Power Pool (SAPP), was established in April 1995 under the Southern African Development Community (SADC) Treaty with the aim to optimize the use of available electrical energy resources amongst the SADC member countries and to support one another during emergencies. The organisation is seeking for applications from suitably qualified persons to fill the position of **Human Resources Officer**.

The **Human Resources Officer** will facilitate organisational performance and competitiveness by sourcing, developing and retaining quality human resources through world-class HR policies, processes, procedures and initiatives and will be based at the SAPP Coordination Centre in Harare, Zimbabwe. The person shall report to the SAPP Coordination Centre Manager.

#### **2. KEY RESULT AREAS FOR THE POST:**

- i. Human Resources Strategic Planning
- ii. Developing Human Resources Management Frameworks
- iii. Payroll Administration
- iv. Discipline and Grievance Management and Handling
- v. Talent Acquisition, Management and Development
- vi. Performance Management
- vii. Remuneration Management
- viii. Managing Employee Wellness
- ix. Safety Health and Environment Management
- x. Other duties as assigned

#### **3. QUALIFICATIONS AND EXPERIENCE**

The Human Resources Officer shall have the following minimum qualifications, experience and technical competencies:

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| Qualifications | <ol style="list-style-type: none"><li>i. Degree in Human Resources Management/Business Administration or equivalent.</li><li>ii. Knowledge of the Human Resources Labor Relations Laws</li><li>iii. Strategic thinker and planner including Human Resources Strategy</li><li>iv. Leadership and management skills</li></ol> |
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|            | <ul style="list-style-type: none"> <li>v. Full Member of a recognized Human Resources professional institute.</li> <li>vi. High level of computer literacy, eloquent, good communication skills, ability to work with minimum supervision and with a good command of spoken and written English.</li> <li>vii. Should be a SADC national and should possess a valid passport to travel within the SADC region and beyond.</li> </ul> |
| Experience | <ul style="list-style-type: none"> <li>i. 5 years' relevant working experience. Candidates need experience in organisation analysis, job analysis, training needs analysis, performance management, talent management, remuneration management, facilitation, union negotiations and job evaluation.</li> </ul>  |

#### 4. PERIOD OF THE ASSIGNMENT

The duration of the assignment is for an initial period of 5 years with a probation period of 3-months. The successful candidate shall be a full-time employee of SAPP based at SAPP Coordination Centre Offices in Harare, Zimbabwe.

Interested candidates **from SAPP members, the SAPP CC and SAPP PAU** should submit their applications and curriculum vitae clearly marked on the envelope, "Human Resources Officer Vacancy", not later than 1500hrs on 30 March 2019 to;

**The SAPP Coordination Centre Manager**

Southern African Power Pool

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