



VACANCY

HUMAN RESOURCES AND ADMINISTRATION OFFICER - RE-ADVERTISED

Press Corporation Plc (PCL) invites applications from suitably qualified and experienced persons for the role of **Human Resources and Administration Officer** on a fixed term contract of **three (3) years** tenable at its Corporate Head Office in Blantyre.

Job Purpose

Reporting to the Legal and Administration Manager, the **Human Resources and Administration Officer** will be responsible for the development, review and implementation of human resources related policies; staff training and development; staff management; procurement and general office administration.

Duties and Responsibilities

The key duties and responsibilities of the position will among others include the following:

(a) Human Resources:

- Formulation of HR functional strategic plan
- Implementation and review of staff policies and procedures
- Providing advice to Management and Group Companies on the implementation of HR policies to ensure that any such implementation is in line with the relevant laws, regulations and policies
- Recruitment and onboarding of new staff
- Custody of all HR Information and ensuring that all HR records are confidentially secure and up-to-date
- Conduct periodic reviews of the staff remuneration and benefits structure and make necessary recommendations to Executive Management
- Discipline and grievance handling
- Ensuring effective performance management and appraisal system
- Organisational development through identifying various training plans for staff to ensure PCL has adequate human resource capacity
- Leave management

(b) Administration:

- Procurement of goods and services in an efficient and cost-effective manner
- Fleet Management
- Management of the Company's guest houses
- Management of Corporate Insurance
- General Office Management

Desired Profile

We are looking for a well-motivated, hardworking, ethical and dedicated individual with strict attention to detail. Applicants should possess the following attributes:

- Bachelor's Degree in Human Resources Management, Public Administration, Business Administration or related field.
- At least 3 years' experience in human resource management, industrial relations or related professional field
- Good knowledge and experience with labour laws
- Ability to multi-task, prioritise and pay attention to detail
- Excellent analytical, communication and interpersonal skills
- Ability to work with minimum supervision
- Confidentiality, integrity and ability to handle sensitive situations
- Team player

Interested individuals who meet the above criteria should send their applications together with a detailed Curriculum Vitae indicating the names and addresses of **three traceable referees by email only** to careers@presscorp.com.

The Chief Finance & Administration Executive
Press Corporation Plc
P.O. Box 1227
BLANTYRE

Closing date for receiving applications is **Friday, 23rd February, 2024**