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## **VACANCY: Human Resources and Admin Manager**

### **The Organisation**

The Zimbabwe Stock Exchange is the largest Stock Exchange in Zimbabwe. This is evidenced by the number of new products, services, and markets the organisation has recently introduced. These include the Victoria Falls Stock Exchange, the Zimbabwe Receivables Marketplace, ZSE Direct, and Exchange Traded Funds.

### **The role**

We are currently seeking an exceptional Human Resources and Admin Manager who will enjoy the challenge of running our general administration, supporting our Senior Management team and ensuring we attract and retain our talent. This is an exciting and rewarding role where expectations are high & you will be joining a supportive team to achieve great outcomes. If your passion is people, this role is right for you.

### **What will you be doing?**

- Oversee and lead the Recruitment Function of the organisation
- Manage the Payroll and other employee benefits functions
- Develop and ensure compliance with ZSE's HR Organizational Policies and Procedures
- Lead with the help of the Senior Management team on Staff training and Development and Performance Management processes
- Oversee the Office Management Function
- Assist in creating a harmonious employment relations environment within the organisation
- People development of HR and Admin team and leadership

### **What are we looking for?**

To successfully fill this role, you will have the following:

- Attention to detail is a required skill set
- High level of self-motivation and energy
- Well Organised, deeply committed and a good communicator
- Ability to work well under time pressure
- A great team player

**Minimum Experience:**

- Bachelor's degree in Human Resources or a related field
- IPMZ or Any Human Resources professional qualification from a recognised institution
- At least 3 years experience
- Intelligent decision making as well as the ability to build key internal and external relationships
- Ability to problem-solving and deal with complex situations
- Able to handle pressure with grace and poise
- Good oral / written communication skills
- Able to work effectively and cooperatively in a team environment
- Able to manage the pressure of urgent matters and competing priorities
- Objectivity and fairness
- An eye for detail and a concern for quality
- Good negotiating and influencing skills
- Good presentation skills

**How to apply**

Do you feel you possess the above criteria? Do you have the vision, energy, and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to [jobs@zse.co.zw](mailto:jobs@zse.co.zw).

**The deadline for submission closes at 5:00 pm on Tuesday, 15<sup>th</sup> of February 2023**