

# Roviin Group

<https://www.roviingroup.com/job/human-resource-officer/>

## Human Resource Officer

### Description

#### About the Role

On behalf of our client, we are recruiting a **Human Resource Officer** to join their growing team based in **Lusaka**. This is an excellent opportunity for a self-driven and organized HR professional with a strong understanding of labor laws, employee engagement, and HR administration.

The successful candidate will support core HR functions including recruitment, staff onboarding, records management, payroll support, and compliance. This is a full-time role with opportunities for growth after the probationary period.

### Responsibilities

#### Key Responsibilities

- Support recruitment processes including job postings, shortlisting, and onboarding.
- Maintain accurate employee records, files, and contracts.
- Assist in payroll preparation and benefits administration.
- Ensure compliance with Zambian labor laws and internal HR policies.
- Coordinate performance reviews, leave schedules, and disciplinary processes.
- Promote a positive workplace culture through employee engagement and welfare initiatives.

### Qualifications

#### Candidate Requirements

- Diploma or Degree in **Human Resource Management, Business Administration**, or related field.
- Minimum of **1–2 years experience** in an HR support or officer-level role.
- Strong knowledge of **Zambian labor laws** and HR best practices.
- Proficient in Microsoft Office Suite and HR information systems (HRIS).
- Good communication, organization, and interpersonal skills.
- High levels of integrity, discretion, and professionalism.

### Job Benefits

- NHIMA
- NAPSA

### Contacts

#### Application Instructions

Qualified candidates are invited to send their:

### Hiring organization

Roviin Recruitment

### Employment Type

Full-time

### Beginning of employment

01 / JUNE / 2025

### Duration of employment

3 Months Probation = 1yr Contract

### Industry

Logistics

### Working Hours

Monday – Saturday

- Cover Letter
- Updated CV

to [jobs@roviingroup.com](mailto:jobs@roviingroup.com) with the subject line:  
**“Application – Human Resource Officer”**

Only shortlisted candidates will be contacted.