

VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial or technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

To effectively execute its mandate, the Bank seeks to recruit the following personnel:

CHIEF HUMAN RESOURCES OFFICER (CAPACITY BUILDING AND PERFORMANCE MANAGEMENT)

This position reports to the Manager – Human Resources Division.

JOB PURPOSE AND RESPONSIBILITIES

To develop and implement an integrated talent development strategy and performance management system for the Bank. To also champion the process of continuously reviewing the availability, appropriateness, adequacy, and effectiveness of the Bank’s business processes, policies, procedures and systems to ensure the achievement of the organization’s stated goals and objectives.

The job includes the following specific responsibilities:

- § Implement recommended talent development interventions and methodologies in a cost-effective manner to optimise the Bank’s knowledge base.
- § Identify appropriate regional partners and international alliances in capacity building through the development of effective Memoranda of Understanding.
- § Developing an annual budget and calendar for capacity building programs.
- § Ensure proper coordination of specific capacity building programs at implementation stage.
- § Implements strategies that promote a culture of continuous learning in the Bank.
- § Collaborates with other strategic alliances in order to access technical assistance on learning & development
- § Assists with handling external labour cases with lawyers (cases referred for arbitration or on appeal to the Courts)

- § Coordinates the overall hiring processes and timely engagement of staff with the right skills to deliver the Bank’s mandate.
- § Assists in the administration of the Bank’s salaries and benefits structure in line with Bank policy.
- § Conducts all the administration of the Bank’s career development plans and recommends accordingly.
- § Coordinates the implementation of organizational surveys within the Bank.
- § Coordinates the implementation of the Bank’s performance management system.
- § Coordinates the implementation of job evaluation processes to meet set standards.
- § Conducts employee induction and exit programmes.
- § Ensures that employee safety, welfare and health aspects are upheld in compliance with government laws and regulations.
- § Implements and recommends performance management strategies.
- § Implements strategies that promotes a culture of performance within the Bank.
- § Assists in managing industrial relations to ensure a harmonious working environment.
- § Implements Corporate Wellness Programmes.

Interested applicants should possess the following:

- Post Graduate Degree or equivalent professional qualification in the field of Social Sciences or Law
- IPMZ Diploma,
- Minimum of 8 years of hands-on experience and proven track record in managing learning and development in corporates with diverse staffing;
- Demonstrable experience in strategic human resources management;
- Proven leadership skills and ability to work with diverse teams;
- Mature, confident and good networker with experience in building and nurturing relationships with key stakeholders at all levels.
- Strong communication and presentation skills.
- Strong interpersonal skills, good report writing skills

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Friday, 17 May 2024**. Female candidates are encouraged to apply.

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources
IDBZ House
99 Gamal Abdel Nasser Road
Harare.

