



Partnerships for a healthy Africa

RE-ADVERTISEMENT

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for almost two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. ACHAP is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

ACHAP seeks to appoint a suitably qualified and highly motivated individual with strong commitment to programme implementation to the following position:

HUMAN RESOURCES OFFICER (Tenable in Gaborone)

The Human Resources Officer will be responsible for providing efficient Human Resources services to specified business units.

Roles and responsibilities

- Supports the development and implementation of human resources initiatives and systems within ACHAP.
- Provides guidance organisational policies and procedures relating to HR.
- Being actively involved in the recruitment process
- Assists in staff performance management processes and handles queries relating to performance appraisals
- Occasionally participates in review of employment and working conditions to ensure compliance
- Calls for performance plans at the beginning of the year, and sends out reminders on impending performance appraisals, provides technical support, and makes follows up to ensure the appraisals are completed on time;
- Identifies training needs from the completed appraisals, selects suitable programmes to cover the skills gaps and coordinates staff training
- Handles queries relating to salaries
- Handles disciplinary actions/grievances in line with the Disciplinary Policy Grievance Procedures
- Monitors staff contracts and handles terminations in line with set procedures
- Keeps records and ensures efficient retrieval of the same
- Coordinates activities related to wellness programmes; and
- Performs any other duties as directed by the supervisor

Qualifications and experience:

- Degree in Human Resources Management or Social Sciences in a related discipline.
- 3 years in Human Resources field doing Recruitment and/or Employee relations and/or Training

Knowledge and Skills:

- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding labour laws and disciplinary procedures
- Human Resources systems such HAY Guide Profile Chart, salary structuring and HR information systems
- Learning and development principles and practice; and
- VIP Payroll software
- Excellent communication and interpersonal skills
- Strong ethics and reliability

Application letter and CV should be addressed to the attention: The Assistant Manager Human Resources, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org. Alternatively, they can be hand delivered to: - ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana

Closing date for applications: 4th June 2019