



# Watershed College

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*"By hard work we prosper"*

## **ADMINISTRATIVE & HUMAN RESOURCES ASSISTANT**

**REPORT TO:** Finance & Administration Manager

### **PURPOSE OF THE JOB:**

The duties and responsibilities include providing administrative support to ensure efficient operation of the Administration office. The person superintends administration and human resources management policies to ensure procedures are effectively implemented and complied with. Supports staff and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. The person will be responsible for processing the payroll as well as keeping accurate employee records and files for the school and farm. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate to ensure the assigned duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Subscribe to the College Vision, Mission and Values Statement.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise administration and human resources activities to achieve overall College goals.
- Preparation and maintenance of all administrative/human resources records, input employee data and maintain employee files as well as respond to employee inquiries about human resources issues.
- Prepares payroll and maintain payroll records.
- Coordinates works council meetings (school and farm) and various events as well as producing meeting agendas and recording of the minutes.
- Familiar with the Labour Act.

### **EDUCATION AND EXPERIENCE:**

- Degree in Human Resources Management and Administration with a relevant professional qualification such as Institute of People Management of Zimbabwe (IPMZ) Diploma. An accounting qualification is an added advantage.
- Advanced PC skills are required including Excel and Word; Access and PowerPoint are preferred.
- Good analytical skills are required.
- Excellent time management skills and ability to multi-task and prioritize work.
- Flexibility and adaptability to changing priorities.
- Willing to work outside working hours including weekends when necessary.
- Demonstrated work experience of 5 years.
- Experience of working in a similar environment would be an added advantage.

### **REMUNERATION PACKAGE:**

A competitive remuneration package will be offered to the successful candidate.

### **HOW TO APPLY:**

Application and Curriculum Vitae together with certified copies of academic and professional certificates should preferably be HAND DELIVERED IN A SEALED ENVELOPE or e-mailed to: [recruitment@watershed.ac.zw](mailto:recruitment@watershed.ac.zw). The closing date of receipt of applications is **30 September 2024**.

**NB: Those applicants who do not meet the above criteria will not be considered and only shortlisted applicants will be contacted.**