



Role Title:	Human Resource Specialist
Location:	Ndola, Zambia.
Reporting to:	Head of Operations
Line Management:	Two (2) Senior HR Officers
Salary:	Annual Range of K 457,200.00 to K 523,200.00

About Promoting Equality in African Schools (PEAS)

PEAS is transforming education across sub-Saharan Africa. We support over 225,000 young people each year in marginalised communities across Uganda, Zambia, and Ghana, helping them succeed from their first day in school through to secondary graduation. We believe every young person should have access to quality education that equips them with the knowledge and skills to lead fulfilling, successful lives after school. PEAS operates one of the largest school networks in sub-Saharan Africa, with a strong focus on secondary education. Over 20,000 students attend our 40 schools annually. Beyond our own schools, we apply over 16 years of practical experience to support and improve education in more than 300 partner schools,. Our award-winning programmes are designed and delivered by Africans for Africans. Evidence shows that our students, many from the vulnerable households, make faster learning progress, while our girls grow in confidence and are better prepared for life after school.

Role Summary

The HR Specialist is a key middle management position responsible for leading and coordinating human resource management across PEAS Zambia. The role provides strategic and operational leadership to ensure that HR systems, policies, and practices are compliant, effective, and aligned with Zambian labour laws. The HR Specialist will line manage two Senior HR Officers and oversee all HR functions, including workforce planning, recruitment, employee relations, performance management, compensation and benefits, and staff development.

Key Responsibilities

A. Strategic HR Leadership

- Lead implementation and monitoring of the PEAS People and Culture Strategy for PEAS Zambia
- Lead workforce planning and succession management to ensure efficient staffing across the network.
- Provide input into strategic decision-making on structure, staffing, and policy development.
- Ensure HR alignment with PEAS Zambia's Safeguarding and Child Protection commitments.

- Lead the delivery of our diversity, equity and inclusion approach in Zambia and support teams to ensure that this is considered and implemented in all PEAS processes. This will include implementation of our gender action plan.
- Work closely with the global People and Culture teams to ensure consistency across our HR functions and drive innovation.

B. HR Compliance and Policy Management

- Ensure HR operations and documentation are compliant with Zambian labour laws, PEAS internal policies, and safeguarding standards.
- Review and update HR policies, procedures, and manuals in line with evolving laws and donor regulations.
- Support internal and external HR audits, ensuring that findings are acted upon in a timely manner.
- Monitor adherence to equal opportunity, diversity, and inclusion principles.

C. Recruitment and Staffing

- Lead transparent, timely and merit-based recruitment processes for PEAS Zambia.
- Ensure recruitment practices meet donor compliance requirements (e.g., background checks, safeguarding vetting, and conflict of interest declarations).
- Lead the onboarding and induction process to ensure new staff understand organisational culture, compliance expectations, and safeguarding obligations.

D. Employee Relations and Welfare

- Serve as the focal point for employee relations, managing grievances and disciplinary matters fairly and consistently.
- Promote a positive organisational culture that encourages engagement, motivation, and performance. Through the pulse survey and wider informal check-ins, connect with the PEAS Zambia team, take the pulse of the organisation regularly and provide strategic direction on what our teams need to be more motivated and effective in their roles.
- Support the implementation of staff well-being and welfare initiatives, including psychosocial support and wellness activities.

E. Performance Management and Learning & Development

- Oversee the performance management cycle, ensuring timely goal-setting, reviews, and development discussions.
- Identify capacity-building needs and work with the UK Global People and Culture team to organise and coordinate in-house staff development programmes for staff and managers.
- Promote a culture of continuous learning, professional growth, and leadership development.

F. HR Systems, Reporting, and Payroll

- Manage and strengthen the HR Information System (HRIS) to ensure accurate and confidential record keeping.
- Generate regular HR reports for management to support planning and decision-making (Pulse surveys, DEI surveys)
- Support payroll processing by verifying HR data, ensuring accurate deductions, and compliance with statutory obligations (NAPSA, PAYE, NHIMA).

H. Team Leadership

- Supervise, mentor, and build the capacity of two Senior HR Officers to deliver efficient and compliant HR services.
- Foster teamwork, accountability, and a strong service-oriented approach across the HR function.

Personal Attributes

- High integrity and ethical standards
- Strong attention to detail and accountability
- Ability to work independently and collaboratively
- Excellent organisational and time-management skills
- Committed to PEAS' mission and values

Qualifications

- Bachelor's degree in Human Resource Management, Business Administration, Industrial Psychology, or related field.
- Professional certification (e.g., ZIHRM) required.
- Postgraduate qualification in HR or Organisational Development is an added advantage.

Experience

- Minimum of 5–7 years of progressive HR experience, with at least 2 years in a management or supervisory role.
- Proven experience working within NGO settings
- Demonstrated success in HR policy development, recruitment, performance management, and employee relations.
- Experience in managing and coaching HR teams.

Skills and Competencies

- Strong knowledge of Zambian labour laws and international HR best practices.
- Excellent interpersonal, communication, and negotiation skills.
- Strong analytical and decision-making abilities.
- High integrity, confidentiality, and professionalism.
- Ability to manage competing priorities and deliver within tight deadlines.
- Commitment to PEAS values, including safeguarding, equity, and child protection.

Our Commitment

PEAS is committed to ensuring the safety and wellbeing of all children in our programmes and to maintaining high standards of integrity in all our operations. We promote safe recruitment practices, including thorough background checks and safeguarding training. We operate a zero-tolerance policy toward misconduct or corruption. PEAS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Female candidates and those from underrepresented backgrounds are strongly encouraged to apply.

How to Apply

To apply, please complete the following [application form](#) and attach your CV. The closing date for ALL applications is **Sunday, 23rd November 2025, 17:00hrs, CAT.**