



MEFMI

Macroeconomic and Financial Management
Institute of Eastern and Southern Africa

Your trusted capacity building partner



VACANCY-HUMAN RESOURCES MANAGER

Job Summary

Reporting to the Director, Finance and Administration, the Human Resources Manager provides strategic and operational leadership for MEFMI's human capital management function, ensuring that the Institute attracts, develops, engages, retains and motivates high-performing staff.

The position provides expert advice to Management on human resource management and drives the development and implementation of effective people strategies, policies, systems, and programmes aligned with MEFMI's strategic objectives.

Key Performance Areas:

- HR Strategy and Alignment — Align human resource needs, workforce planning and talent requirements with MEFMI's strategic priorities.
- Performance Management — Strengthen performance management, accountability, productivity and continuous improvement across the Institute.
- Talent Acquisition and Retention — Attract, recruit, onboard, develop and retain competent and high-performing employees.
- HR Policies, Systems and Compliance — Develop, review and implement effective HR policies, procedures and systems while ensuring compliance with applicable requirements.
- Learning and Development — Drive staff development, leadership development, coaching, mentoring and continuous learning initiatives.
- Employee Engagement and Wellbeing — Promote employee engagement, motivation, employee wellbeing and a positive organisational culture.
- Compensation and Benefits — Undertake benchmarking and provide recommendations on competitive, equitable and effective remuneration and employee benefits.
- HR Information Systems, Analytics and AI — Leverage HR data, analytics, HR technology and Artificial Intelligence to support evidence-based decision-making, workforce planning and strategic insights for effective management of staff in a digital environment.
- Organisational Development and Change Management — Support organisational effectiveness, transformation, restructuring and change management initiatives.
- HR Advisory Services — Provide responsive, professional and strategic HR advice and support to Management and staff.

Qualifications and Experience:

- A Master's degree in Human Resources Management, Business Administration, Public Administration, Industrial Psychology, Organisational Psychology or a related field.
- At least five (5) years of progressive professional experience, of which at least three (3) years should be at supervisory or managerial level in a human resource management function.
- Demonstrable understanding of strategic and operational human resource management, together with strong people management and interpersonal skills.

Added Advantages:

- A PhD in a relevant field.
- Professional HR certification(s).
- Membership of a recognised Human Resources professional body or personnel management institute.
- Experience working in a regional, international or multilateral organisation.
- Knowledge and practical experience in HR analytics, Artificial Intelligence, strategic HR management and organisational development.



MEMBER COUNTRIES



MEMBER COUNTRIES

TERMS AND BENEFITS

The successful candidates for the above positions will be appointed on a fixed-term contract of three (3) years, renewable subject to satisfactory performance and the applicable terms and conditions of service.

MEFMI offers an attractive remuneration package in United States Dollars (USD), which is competitive with those offered by comparable regional organisations.

LOCATION

The positions are based at the MEFMI Secretariat in Harare, Zimbabwe. The official working language of the Institute is English.

APPLICATION PROCEDURE

Applications should be submitted no later than 23 October 2026 at 16:30 hours.

Interested candidates should submit:

- An updated and detailed Curriculum Vitae (CV); and
- A cover letter clearly indicating the position being applied for.

Applications should be submitted electronically to: **recruitment@mefmi.org**
At this stage, applicants are required to submit only their updated CV and cover letter. Certificates and other supporting documents are not required at this stage. No hard-copy applications will be accepted. Only shortlisted candidates will be contacted.

MEFMI is an equal opportunity employer, and both male and female candidates are encouraged to apply.