

You want your Zambia subsidiary to succeed, but do you have enough time to devote to that success? Companies expanding to countries around the globe need to have time to establish a subsidiary, set up their payroll, hire employees, and source the right benefits. Hiring is especially important, as the employees you choose will ultimately contribute to your company's health.

Globalization Partners knows how important it is to recruit, hire, and onboard talented employees, which is why we offer Zambia hiring outsourcing through our existing PEO. We'll use our subsidiary to hire employees and assign them to work for your team. Then, we'll ensure that you meet Zambia's employment compliance laws for greater peace of mind.

Recruiting in Zambia

Your recruiting team should spend time considering the practical and legal aspects of Zambia staffing and recruiting, including where to look for talent.

Depending on your in-country resources and HR capabilities, sourcing talent may include posting open positions on digital job search websites, tapping into your local network, or outsourcing recruitment services. Before beginning the staffing process, ensure you understand your legal obligations as an employer. Remember, these differ from country to country.

If you don't have any preexisting business relationships established in the country, you may want to work with an employer of record — also known as a global PEO. This will allow you to hand over the details and responsibilities of recruiting and hiring in-country team members without worrying about the legal ramifications of compliance.

Working with a global PEO may be particularly beneficial in Zambia, where the recruiting and hiring processes have recently become more complicated. A relatively newly enacted Employment Code has enhanced employees' rights and protections, including introducing mandatory employee benefits such as housing, medical care, water, and sanitation.

New employee stipulations have also incorporated increased leave benefits as well as expanded overtime allowance opportunities. Turning to a certified and experienced employer of record will resolve your recruiting needs and ensure you can both find and onboard local talent without worrying about legal compliance.

How to Hire Zambia Employees

The first step to hiring Zambia employees is creating an employment contract. For any term of employment greater than six months, compliance law requires that the contract is in writing. We recommend using a strong written contract in English that details all aspects of employment, including salary, working hours, termination requirements, and statutory benefits. All offer letters and contracts should list compensation amounts in Zambian Kwacha to create a clear understanding with employees.

Zambia's Employment Compliance Laws

Companies must follow the Employment Code Act when they're beginning to hire Zambia employees. During the recruiting process, employers cannot discriminate directly or indirectly against an employee or prospective employee based on race, religion, politics, sex, gender, marital or family status, disability, or similar factors.

Keep in mind that Zambia's employment compliance laws typically apply only to employees with indefinite contracts. Fixed-term contracts and other types of employment may not be subject to the same laws. However, the country is working to amend certain laws to include these other types of employment.

Best Ways to Onboard Employees

After learning how to hire Zambia employees, you need to discuss the best ways to onboard them. Your company will ultimately choose how you want to onboard employees, but we do recommend taking certain steps to ensure your new hires are comfortable and successful in

their positions.

Start by reviewing the employment contract and having employees sign it on or before their first day. Then, you can enroll employees in a training program that your company creates or that's run by another industry leader. Finally, if you have a small subsidiary, try creating events that will help new employees meet each other and bond.

Benefits of Zambia Hiring Outsourcing

Most companies don't have the time to focus on recruiting, and without hiring employees, there's no onboarding process. Globalization Partners can save you time and worries about compliance through Zambia hiring outsourcing. We'll take care of the hiring process for you by finding the right employees for your company or onboarding candidates you've already chosen. Then, we'll act as the Employer of Record, so we'll be responsible for Zambia employment compliance instead of you.

Why Choose Globalization Partners?

Globalization Partners is a global PEO you can trust to handle your expansion and make it successful. [Reach out to us today](#) to learn more about Zambia hiring outsourcing and our Global Expansion solution.