



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Chief Manager - Human Resources & Administration	Job Location Dar es Salaam	Category Human Resource (HR)
Job Type Full Time	Job level Head of Department	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 8 Years
Secondary Industry -	Primary Category Human Resource (HR): 8 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Responsible to provide overall strategic leadership for the Human Resources & Administration Function

Responsibilities

Responsible for planning, directing and managing implementation of the people agenda as well as ensuring optimal allocation, utilization and procurement of material resources in the business

Human Resources

- Provide leadership and coordination of the Bank's Human Resource function by developing and implementing the Bank's corporate human resource strategy, policies, procedures and programs.
- Manage and implement the Bank's strategic training and organizational plan in line with the competencies recruited to meet the business strategy while at the same time addressing the professional aspirations of employees.
- Manage staff compensation and benefits, reward and recognition to ensure that bank is able to attract and retain talent.
- Develop and embed performance management processes and discipline.
- Drive the preferred organization culture through programs that promote embed values/behaviors and Business Ethics.
- Develop and manage HR annual budgets and perform periodic cost and productivity analysis.

Administration

- Oversee the running of the contracting & Infrastructural Procurement process and budget for all business offices.
- Consistently oversee the good condition of all bank's infrastructure and ensure that the work environment and facilities in the building consistently meet required standards
- To ensure the provision of timely, efficient and cost-effective administrative support services
- Ensures that all laid down standards for maintenance are strictly adhered to.
- Vendor Management

Education & Qualifications

- Bachelor Degree in a relevant field
- Masters or Certified HR professional and member of HR professional bodies (CIPD, SHRM, HBR, and CEB) will be an added advantage

Requirements

- Minimum of 5 years broad experience in HR practices, consulting with leadership in the execution of HR strategies including staffing, learning, succession planning
- Excellent interpersonal and organizational skills
- Broad knowledge and experience in country's employment law, compensation, & employee relations.
- High level of confidentiality and integrity
- Facility Management

Reporting To

- Chief Executive Officer

Driving Licence

Not Required

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