



Job Description

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Job Title Coordinator: People	Job Location Dar es Salaam	Category Human Resource (HR), Admin & Clerical
Job Type Full Time	Job level Entry	Industry Business Services / Consultancy, Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 2 Years
Secondary Industry Business Services / Consultancy: 2 Years	Primary Category Human Resource (HR): 2 Years	Secondary Category Admin & Clerical: 2 Years
Certificate -	Qualification -	

Summary

The Coordinator: People will assist with the administration of the day-to-day operations of the People department. They shall contribute to the accomplishment of human resources and administration practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes quality, productivity, and standards. They will support on mitigating the organization's legal and compliance risks, raise the awareness of legal and compliance obligations, and define, deploy, and sustain a robust compliance program across the organization's operations.

Responsibilities

- Drafting and recording all outsourcing contracts and keeping all records properly filed and up to date
- Liaising with outsourcing stakeholders to understand and interpret employment contracts
- Respond to all queries in the outsourcing department
- Interpreting and advising on employment and Labour law
- Implementing performance management, for all Outsourced Staff on behalf of the outsourcing client whenever needed
- Maintaining outsourced employee's records
- Drafting and/or revising various documents of legal nature, ensuring all particulars are complied with
- Drafting and renewal of employment contracts
- Preparation of outsourcing payroll and submitting for approval
- Issuing of salary slips to all outsourced employees
- Play a role of relationship management for the outsourced portfolio

Education & Qualifications

- A relevant Bachelor's degree
- Excellent knowledge in Tanzania Labor and Employment Law
- Proficiency in Human Resource Systems is an added advantage
- Good understanding of business processes and controls to manage information, guide personnel, and facilitate decision-making
- Excellent interpersonal skills and ability to exhibit a high level of confidentiality
- Excellent oral and written proficiency in English and Kiswahili
- Computer literate and proficient at using MS Word, Excel and Power Point

Requirements

- At least 2 years of relevant experience

Characteristics

- Flexible
- Dynamic
- Results Driven
- Enthusiastic
- Open Minded
- People oriented

Reporting To

Senior Coordinator: People & Culture

Driving Licence

Not Required

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