



Job Description

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Job Title Country Human Resource Manager	Job Location Dar es Salaam	Category Human Resource (HR)
Job Type Full Time	Job level Manager	Industry Health
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Human Resource (HR): 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

This role partners with the Chief People Officer and the Leadership Team of the organization in ensuring operational excellence within the HR function, and delivering innovative people solutions to business challenges. It is responsible for developing and structuring a proactive, responsive, and effective HR function that provides a competitive human capital advantage for the company to achieve its objectives.

Responsibilities

HR Strategy & Policy Implementation:

- Coordinate and direct HR processes e.g. orientation and onboarding, payroll, compensation reviews etc
- Provide policy guidance and interpretation across all employee cadres and in this regard, identify areas for policy improvement in consultation with the CPO and HR team for amendments
- Educate staff on HR plans, programs, practices, processes, and tools (e.g. compensation, benefits, performance development projects) to ensure knowledge transfer, enhanced company capability related to the management and development of people, and consistent delivery
- Provide necessary technical assistance and advice about Human Resource principles, practices, and procedures to staff and management as needed. This includes hiring, training, and development, performance management, benefits & employee relations
- Participate in research and assist in the development and implementation of HR projects e.g. HRIS implementation, salary surveys, etc.

Development, Performance and Change Management

- Working with HR Team and line managers, proactively undertake systemic and individual training needs analysis and seek to plug the gaps
- Analyze trends and metrics in partnership with the HR team to develop ongoing solutions, programs, and policies
- Liaise with managers to prioritize and implement their HR requirements and provide the necessary support

Compensation & Benefits:

- Participate in the development of contract terms for new hires, promotions, transfers
- Oversee the preparation, recommendation, and maintenance of records and procedures for controlling employee transactions and data
- Coordinate team member benefits such as insurances (health, dental, disability, life, etc), and retirement plan; processing the necessary forms within designated time limits

Staffing and Talent Management:

- Support development of strategic workforce demand and supply plans that ensure a continuous supply of a high-quality workforce, including succession plans for all business-critical positions
- Plan, develop, and direct the recruitment and hiring of employees and contract workers
- Plan and oversee orientation of new employees to foster a positive attitude toward the organisation.

Health & Safety:

- Handle issues pertaining to employee occupational safety and health. Ensure that Health and Safety policy is reflected in the company manuals and, where necessary, technical expertise is provided to assist in the formulation and implementation of policies and procedures to conform to legislation

Employee Relations:

- Ensure that country-specific labor laws and prerequisite statutory requirements relating to the Personnel Management at the organisation and everything pertaining to employment law is complied with

Education & Qualifications

- A BSc/ BS degree from an accredited university.
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Requirements

- Minimum of 5 years of HR experience gained in a fast-paced organization
- Knowledge of laws governing employment and best-in-class HR practices
- Experience in identifying and matching talent, from internal and external pools, with the right roles and positions
- Knowledge of HR, business and management principles
- Excellent team management skills
- Strong MS Office skills, particularly MS Excel
- Passion for AHN's Mission

Reporting To

Chief People Officer

Driving Licence

Not Required

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