



# Job Description

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<b>Job Title</b> Group Human Resource Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Manufacturing
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

This role involves managing training and development programs, succession planning, performance management systems, recruitment policies, and overall HR strategy, ensuring alignment with company goals. The role also involves developing competitive remuneration strategies and fostering government relations with local officials and regulatory bodies.

## Responsibilities

### Training and Development

- Design and implement comprehensive training programs to enhance employee skills and career growth.
- Ensure access to relevant learning opportunities for all employees.

### Succession Planning

- Develop and maintain a robust succession planning framework.
- Identify and cultivate future leaders within the organization.
- Assess talent needs and create tailored development plans.

### Performance Management Systems

- Oversee the development and implementation of effective performance management systems.
- Ensure alignment of performance metrics with organizational goals.
- Promote a culture of continuous improvement and accountability.

### Recruitment Policies

- Establish and refine recruitment policies to attract top talent.
- Coordinate with hiring managers to ensure fair, transparent, and efficient recruitment processes.

### HR Strategy

- Develop and execute a comprehensive HR strategy that aligns with the company's vision and objectives.
- Oversee workforce planning, employee engagement, compensation and benefits, and compliance with regional labor laws.

### Remuneration Strategy

- Develop competitive remuneration strategies to attract, motivate, and retain employees.
- Ensure fairness and equity in compensation across all levels.

## Government Relations

- Build and maintain relationships with government officials and regulatory bodies.
- Represent the company in discussions and negotiations with government entities.
- Ensure compliance with local laws and regulations

## Engagement Strategies

- Support country teams in devising and executing strategies for positive interactions with government entities.
- Proactively address political and regulatory issues that may impact operations.

## Collaboration and Leadership

- Occasionally present to the Remuneration & Nomination Committee and Board of Directors.
- Promote teamwork and alignment with organizational objectives.

## Education & Qualifications

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- Bachelor's degree in Human Resource Management, Business Administration, or a related field.

## Requirements

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- A minimum of 10 years of experience in HR and administrative roles preferably within the forestry, agriculture or manufacturing industries.

## Characteristics

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- **Integrity:** Demonstrates honesty and ethical behavior in all dealings.
- **Adaptability:** Thrives in a fast-paced and dynamic work environment.
- **Team Player:** Promotes collaboration and works effectively with others to achieve common goals.
- **Attention to Detail:** Ensures accuracy and thoroughness in all tasks.
- **Initiative:** Takes proactive steps to address issues and implement improvements.
- **Strong Leadership:** Capable of guiding teams, influencing decisions, and driving organizational change.
- **Excellent Communication Skills:** Ability to communicate effectively across all levels of the organization and with external stakeholders.
- **Problem-Solving Abilities:** Demonstrates strong decision-making skills and the ability to address complex challenges.
- **Cultural Sensitivity:** Able to navigate diverse cultural and regulatory environments across multiple countries.
- **Results-Oriented:** Focused on achieving business objectives while fostering employee engagement and development.

## Driving Licence

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Not Required

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