



Job Description

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Job Title Head: Human Resources Manager	Job Location Dar es Salaam	Category -
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: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Head: Human Resources Manager will be responsible for planning, organizing and developing strategies for maximum efficiency and functioning of the HR department in line with best practice and the banks' long term strategic plans.

Responsibilities

- Adopt appropriate criteria for efficient employment and development of a superior workforce as well as compliance to employment regulatory concerns.
- Design and monitor the implementation of a yearly HR action plan.
- Design and update policy guidelines for HR related issues (HR manual, Employment procedures, Training & Development Policy, Disciplinary and Grievance procedures etc)
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Monitor and advise Management/Heads of Departments/Business Managers on disciplinary/grievance procedures
- Ensure an effective Performance management process and ensure appraisals are done in conformity with best practices and policy
- Ensure the implementation of bank's health and safety programmes.
- Review the bank's salary structure in line with career paths and institutional needs
- Ensure an effective reward system is in place
- Handle provisions of employee compensation, benefits and welfare issues and ensure implementation as stated in the HR Policy and contracts.
- Ensure a harmonious working environment
- Identify current and future learning and development needs of staff and ensure the existence and implementation of yearly Training/Learning & Development Plan
- Ensure effective and efficient staff transfers.
- Ensure a comprehensive succession plan for all staff especially for positions crucial to the bank in term of its business plan and competitive edge.
- Performance of other duties as assigned by the Executive Management

Education & Qualifications

- A University degree in social sciences, Business and or Public administration or Human Resources or any related field
- A postgraduate degree/Masters of the same is an added advantage. Additional training in HRBP is an added advantage
- A minimum 6 years' experience in a related field of which 2 should have been at HR Senior Managerial Level.

- Thorough understanding of principles, practices and Techniques of HR management,
- A good understanding of Matrix, HR Trends

Requirements

- Service Management
- Business Partnering
- Occupational Health & Safety
- Career Counseling
- Succession Planning
- Remuneration Programs & Policy
- Knowledge of Labour Laws & Agreement
- Grievance & Discipline Management
- Sufficient knowledge & understanding of the market
- Highly proficient in Microsoft desktop

Characteristics

- Leadership experience with proven ability to lead team and interact effectively at all levels.
- Out-going, self-motivated, assertive and proactive.
- Possess strong analytical, problem solving and decision-making skills.
- Coaching and leadership
- Oral & written communication skills
- Ability to negotiate and convince
- Relationship building and people management

Driving Licence

Not Required

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