



Job Description

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Job Title Head of HR	Job Location Dar es Salaam	Category Human Resource (HR), Strategy Planning
Job Type Full Time	Job level Senior Manager	Industry Finance Services, Human Resources Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Finance Services: 2 Years
Secondary Industry Human Resources Consultancy: 2 Years	Primary Category Human Resource (HR): 2 Years	Secondary Category Strategy Planning: 2 Years
Certificate -	Qualification -	

Summary

An international bank is looking for a Head of Human Resources to join their dynamic team and catalyse an internal culture change process.

Responsibilities

To develop and deliver people management strategies in support of the bank's corporate and strategic objectives as well as providing staff-focused human resource service.

This includes but is not limited to

- talent management
- performance management
- compensation management
- learning & development
- employee engagement

Strategy Planning:

- In liaison with Human Resource Committee (HRC); participate in the development of the Bank's remuneration strategy in line with industry changes as necessary. In this regard, this role spearheads the collection of market data to measure the competitiveness of the Bank's remuneration structures and making recommendations as appropriate
- Formulate yearly human resources strategy such as manpower planning and training plan for the bank
- Implement and provide support on the bank's various change management initiatives to ensure a good working environment

Staff Management:

- Manage staff related cases and disputes and administer disciplinary matters to ensure a fair hearing
- Administer and review all staff leave management
- Ensure a fair exit process for all bank staff leaving the bank either by resignation, retirement or termination
- Monitor and review the performance management process and supporting managers to deal with poor performance in a proactive and timely manner
- Recommend and approve staff loans and advances on regular basis

Compliance:

- Ensure that managers and staff are aware of HR policies and procedures and are able to apply or implement them effectively
- Collaborate with management of the bank and line managers to ensure HR policies and procedures are adhered to as per the banks requirements
- Conduct regular review of the HR policies and recommend appropriate changes to the Board where necessary to fit the bank's needs
- Analyse, modify and review compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements

Talent Management

- Identify staff vacancies and conduct staff interviews at second level for junior roles and interviews for senior positions at first level to identify suitable candidates for the bank
- Conduct Training Needs analysis for all roles in the bank and recommend appropriate trainings for the employee
- Provide oversight over the Learning and Development Function and ensure that the Bank's training and development plans are prepared in time and appropriate training initiatives are deployed in line with the training calendar

Compensation Management:

- Review and approve employees' salaries and monthly payments in the payroll
- Negotiate and recommend salaries for the bank employees and ensure the bank's salary structure and grading framework are adhered to
- Administer and review all staff compensation and benefits
- Negotiate competitive medical cover and other insurance schemes in the market to ensure staff are provided with competitive medical cover

Audit Compliance:

- Attend to audit (both internal and external) queries

Risk Management:

- Develop, update and maintain risk procedures and systems with respect to risk identification, risk assessment, risk monitoring, risk mitigation strategies and risk reporting

Reporting:

- Oversee preparation of periodic human resource related reports to the Board Committees and full Board

Administration:

- Assist in processing of expatriates work permits and facilitate the inclusion process for them as they settle in the country
- Review and recommend improvement or changes in the overall organisation structure and departmental structures
- Oversee preparation and compilation of annual HR budgets for various purposes such as training, recruitment and medical cover for the department and the organisation as whole
- Perform any other duties as may be assigned by the immediate supervisor from time to time

Education & Qualifications

- Degree in Human Resource Management, Sociology, Organisation Psychology, Public Administration or any related field
- Minimum of 5 years of working experience at management level

Requirements

Skills, Knowledge & Experience

- People Management
- Leadership skills
- Conflict Management
- Negotiation
- Coaching and mentoring
- Communication
- Report Writing

Reporting To

Chief Operating Officer

Driving Licence

Not Required

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