



Job Description

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Job Title Head of HR	Job Location Zanzibar City	Category Project Implementation, Management
Job Type Full Time	Job level Head of Department	Industry Real Estate, Real Estate

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 5 Years
Secondary Industry Real Estate: 8 Years	Primary Category Project Implementation: 5 Years	Secondary Category Management: 5 Years
Certificate -	Qualification -	

Summary

Head of Human Resources is responsible for developing and directing the implementation of HR, policies and procedures to ensure the most effective support for the achievement of company objectives while overseeing the general administrative function and activities of the office. The position is responsible to lead the people operations department, overseeing organisations resources planning, learning and development, termination, human resource information systems, legal compliance, compensation, benefits, and long-term staffing strategies.

Responsibilities

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- Manage day to day human resources operations.
- Design & implement organizational policies and procedures.
- Design and implement an appropriate performance management system.
- Design and facilitate management and staff learning and development including induction programs.
- Manage salary reviews ensuring that the market data is properly researched and appropriate for the organisation.
- Manage the provision of payroll through the designated vendor, ensuring accurate management information and staff records.
- Overseeing HR Procedures within the entire group of companies and acts as Head of HR within the Shared Service Center of the Organization.
- Implement and supervise work environment according to the company culture and values as well as to be included recruitment and training & development.
- Manage Employment Law issues ensuring correct working conditions, disciplinary and grievance procedures, equal opportunities, redundancies, paternity pay & rights.
- Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee morale, engagement and motivation.
- Help the management team design and implement the company culture and values and provide human resources advice, counsel, and decisions.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Comply with Tanzanian employment requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Update job knowledge by participating in conferences and educational opportunities; reading professional publications;

maintaining personal networks; participating in professional organizations.

- Administer health benefits and retirement plans, including plan selection and liaise with third-party brokers on benefit plan setup and administration.
- Other projects and duties as assigned.

Education & Qualifications

- Bachelor degree in Human Resources
- 8 years + corporate experience within a Human Resources Business Partner function.
- 8 years + experience in a senior leadership role.

Requirements

- HR Capacity Audit & Evaluation
- Talent Planning & Resourcing
- Performance Management
- Learning & Development
- HR Controls & Policies
- Standard Operating Procedure Development

Characteristics

- **GrowthMindset:** great attitude, engagement & energy
- **Critical Thinking Skills:** be solution-oriented
- **Brand Ambassador:** live & breathe the values of the organization
- **Impactful:** desire to make a mark & leave a legacy
- **Integrity:** Be incorruptible & do the right thing even when no one is watching you

On the ground:

- **Confident and Instinctive,**
- **An enthusiastic and natural** influencer
- **Knowledgeable:** about HR Laws and market practices by other similar organisations.
- **Proactive initiator** - constantly looking out for ways to improve the status quo and improve organisational efficiency
- **Results orientated implementer:** able to set clear goals and objectives and develop an effective strategy for implementation
- **Excellent English & Swahili:** written and spoken and the ability to articulate themselves well in a logical and **concise**
- **Firm** but approachable; good natured but not intimidated.
- **Good Customer** service skills, but intelligent discretion when dealing with difficult internal customers
- **Creative and solutions orientated thinker** who can innovate, analyse existing practices, and find solutions to key challenges

Reporting To

COO

Driving Licence

Not Required

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