



Job Description

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Job Title Head of Human Resources	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: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As a key member of the Executive Management Team, the Head of Human Resources provides strategic leadership and direction for the bank's human capital agenda. The role is responsible for shaping and executing HR strategies that support the bank's mission, enhance organisational performance, and foster a culture of excellence, innovation, and inclusion.

Responsibilities

- **Strategic HR Leadership:**
Lead the development and execution of a forward-looking HR strategy aligned with the bank's business goals, ensuring agility in workforce planning, talent acquisition, and organizational development.
- **Organizational Culture & Change Management:**
Champion a high-performance culture and lead change management initiatives that support transformation, innovation, and employee engagement across the bank.
- **Executive Advisory:**
Serve as a trusted advisor to the Managing Director and Executive Directors on all people-related matters, including succession planning, leadership development, and organizational effectiveness.
- **Governance & Compliance:**
Ensure HR policies, practices, and procedures are compliant with labor laws, regulatory requirements, and ethical standards, while promoting transparency and accountability.
- **Talent Strategy & Workforce Planning:**
Drive strategic workforce planning, talent acquisition, and retention strategies to build a resilient and future-ready workforce.
- **Leadership Development & Capability Building:**
Design and implement leadership development programs and learning frameworks that build managerial and technical capabilities across all levels.
- **Diversity, Equity & Inclusion (DEI):**
Promote inclusive practices and diversity in recruitment, development, and employee engagement, ensuring equal opportunity and representation.
- **Digital HR Transformation:**
Lead the modernization of HR systems and processes through digital tools, data analytics, and automation to improve efficiency and decision-making.

Operational Responsibilities:

- Oversee HRMIS and ensure timely, accurate reporting to management and the board.

- Manage HR budgets and ensure cost-effective delivery of HR services.
- Supervise recruitment, onboarding, deployment, and internal mobility processes.
- Lead performance management processes to drive accountability and results.
- Enhance employee value proposition through competitive compensation and benefits.
- Manage employee relations, grievances, and disciplinary procedures.
- Foster staff welfare initiatives that promote well-being and productivity.
- Develop and mentor the HR team to deliver strategic and operational excellence.

Education & Qualifications

- Bachelor's degree in human resource management or related field; postgraduate qualification preferred.
- Strong knowledge of Tanzanian labor laws and banking regulations.
- Proficiency in Microsoft Office and HR systems; knowledge of accounting software is an advantage.
- Fluency in English required; French is an added advantage.

Requirements

- Minimum 7 years of progressive HR experience, with at least 3 years in senior leadership roles.

Characteristics

- Strategic thinking and business acumen
- Leadership and team development
- Strong interpersonal and stakeholder engagement skills
- Analytical and problem-solving capabilities
- Excellent communication and presentation skills
- High integrity, professionalism, and emotional intelligence

Driving Licence

Not Required

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