



Job Description

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Job Title HR Analyst	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Logistics & Operations

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Our client is looking for a HR Analyst whose key role is to manage various human resource functions within the organization including compensation, benefits, recruitment, and employee relations. The HR Analyst will also be responsible for processing payroll, managing employee benefits, and supporting career development initiatives, while also contributing to the operational goals of the company and clients.

Responsibilities

- Conduct internal HR consulting with various departments to address human resource needs and support business objectives.
- Manage the compensation and benefits program, including both fixed and variable components, and maintain relationships with benefit providers.
- Ensure compliance with legislation and maintain safe and conducive working conditions for all employees.
- Process and validate all necessary information for closing payroll, ensuring accuracy and timeliness.
- Oversee recruitment, selection, employee integration, training, and career development activities to support employee retention and growth.
- Monitor and implement motivational initiatives and actions to maintain a positive organizational climate.
- Control and manage working hours, labor liabilities, and employee separation routines in accordance with labor laws and company policies.
- Execute and monitor Excellence Programs and DPO/VPO to drive operational efficiency and HR excellence.
- Ensure strict adherence to company and client procedures, standards, and specifications.
- Properly use and ensure the distribution of uniforms and personal protective equipment (PPE) as required by the company.
- Commit to achieving operational HR goals in coordination with clients, DPO/VPO, and the Excellence Program.
- Demonstrate professional behavior that aligns with the company's values and mission.

Education & Qualifications

Bachelor's Degree in Human Resources, Business Administration, or a related field.

Requirements

A minimum of 5 years of experience in human resource management.

Characteristics

- Excellent communication and interpersonal skills, with the ability to collaborate with multiple departments.
- Strong organizational and time management skills to handle multiple HR functions effectively.

- Proficient in HR management systems and payroll processing.
- Ability to manage compensation practices and benefits programs effectively.
- High attention to detail and accuracy in processing payroll and managing employee records.
- Problem-solving abilities and adaptability in handling employee relations and HR challenges.
- A strong sense of integrity, confidentiality, and professionalism in all HR-related matters

Driving Licence

Not Required

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