



# Job Description

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|                                                                |                                      |                                               |
|----------------------------------------------------------------|--------------------------------------|-----------------------------------------------|
| <b>Job Title</b><br>HR Business Partner                        | <b>Job Location</b><br>Dar es Salaam | <b>Category</b><br>-                          |
| <b>Job Type</b><br>Full Time                                   | <b>Job level</b><br>Manager          | <b>Industry</b><br>Energy & Natural Resources |
| <b>Open to Expatriates</b><br>Only Open to Tanzanian Nationals |                                      |                                               |

## Minimum Requirements

|                                |                              |                                                                |
|--------------------------------|------------------------------|----------------------------------------------------------------|
| <b>Min Budget</b><br>-         | <b>Max Budget</b><br>-       | <b>Primary Industry</b><br>Energy & Natural Resources: 3 Years |
| <b>Secondary Industry</b><br>- | <b>Primary Category</b><br>- | <b>Secondary Category</b><br>-                                 |
| <b>Certificate</b><br>-        | <b>Qualification</b><br>-    |                                                                |

## Summary

The HR business partner (HRBP) position is responsible for aligning business objectives with employees and management in designated departments/sections.

## Responsibilities

### Principal Activities:

#### General

- Builds strong business relationships with people at all levels
- Maintain a Healthy Organization by monitoring and measuring various indices such as absenteeism, production efficiency, accident indices, and labor turnover and compare indices to industry benchmarks
- Analyze data trends and metrics to inform business decisions
- Consulting with line management and providing HR guidance
- Take a lead on HR initiatives, i.e. performance management process, succession planning, employee relations, employee development and any other HR initiative as advised from time to time
- HR Business Partner provides guidance and input on workforce planning, department restructuring, and succession planning, ensuring that core HR processes are applied appropriately and legally.

#### Performance Management

- Acts as the performance improvement driver and provokes positive changes in people management.
- Managing appraisal process and appraisal analysis, calibration and producing relevant reports
- Working with management to review and take appropriate action on employees who are not achieving the performance levels required.
- Implement succession plans for key job positions
- Identifies employee readiness for promotion and rotates best talents across different functions in the organization.
- Identifies and prepares development plans for the key positions

#### Talent management

- Recruit, retain, and develop the most talented and superior employees
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital

### Onboarding and Off boarding

- Conform with company and Group procedure in the process of onboarding and off boarding
- Ensure staff file is complete and all relevant documents are filed

### Training and Development

- Identifying training and development needs within an organization through job analysis, appraisal schemes, and regular consultation with Heads of Department
- Designing training and development programs based on the needs of the organization and the individual.
- Developing effective induction programs and ensuring departmental inductions for new staff are conducted within the time frame.
- Follow up on new staff probation period reviews and ensure they are completed promptly in compliance with recruitment policy.
- Working with Heads of departments producing training materials for in-house courses.
- Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers.
- Ensuring that statutory training requirements are met;
- Evaluating training and development programs from time to time amending and revising programs as necessary, to adapt to changes occurring in the work environment.

### Employee Relations and Compliance

- Developing and sustaining an enabling work environment for staff, implementation of staff recognition, disciplinary, and grievance handling policies and procedures.
- Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.

### Reporting

- Do a monthly report on various HR KPI.

### Education & Qualifications

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- Bachelor's degree in Human Resource Management, Law, or a related field.

### Requirements

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- 4 to 5 years minimum in Human Resources function.
- Strong track record of developing and implementing policy, experienced in implementing HR strategy.
- Experience of working in partnership with a range of stakeholders including managers, trade unions, employees, and external partners.
- Experience in managing and improving employee relations in a unionized environment. Experience in managing conflict and sensitive issues and achieving positive outcomes.
- Experience in developing and managing change projects and programs.
- Experience in developing workforce plans that reflect organizational/departmental needs.
- Experience in leading and shaping work with others from different professional backgrounds to achieve organizational priorities.
- Ability to work on own initiative, prioritize work to deadlines and pay attention to details.
- Skilled analytical thinker with the ability to critically assess requirements and select a 'best-fit' approach to meeting HR needs.
- Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.
- Knowledge of Labour laws and HR best practices Mandatory Professional Training
- HSSE Training

### Reporting To

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Country HR Manager

### Driving Licence

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Not Required

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