



# Job Description

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

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The HR Business Partner will be accountable in:

Driving all talent management and resourcing functions which will be responsible for the attraction and placement of high calibre individuals as well as the continuous development of such employees. The role drives the embedding of company values throughout the organisation and instils a high level of employee engagement. The role acts as a point of consultation to drive effective leadership development as well as guiding the proper performance management processes.

The role has a strong focuses on building, driving and maintaining effective HR practices and interacting across all interfaces of HR within the business. The HR structure requires a generalist HR specialist with a strong background in recruitment. The incumbent will be required to carry out both generalist of HR and payroll initiatives and take overall responsibility for the management of all HR functions. The incumbent must have payroll background and ensure all payroll information is captured and sent to South Africa.

## Responsibilities

### Business partnership and strategy

- Establish human resources objectives in line with organizational objectives and in consultation with members of the organization Group Exco, senior management team and Line Managers
- Support the organization's efficiency efforts by driving proactive workforce planning.
- Build solid and trusting relationships with fellow Exco members, Line Managers as well as employees across the organization.
- Define the key metrics to monitor, obtain the monthly reports and analyze trends. Present findings to company Exco and senior management team together with recommendations on any concerning trends
- Manage the operational budget of the Human Resources division. Approve purchase orders and invoices within the assigned mandate.

### Drive teamwork and high performing culture

- Work with management teams to foster a high performance culture. Identify and implement specific programs to promote the culture
- Facilitate sharing of best practice.
- Function as an objective consultant to the organisation with regard to organizational issues which impact people.
- Facilitate and drive internal messaging that is consistent with the corporate image.
- Drive employee engagement campaigns required to reinforce culture and values

- Manage the change processes in the organization and prepare the staff for changes as they occur in business
- Craft and employee value proposition as a means to attract and retain top talent.
- Manage and address the organizational development needs as they arise such as team dynamics interventions. Work with Line Managers to identify needs and create interventions to address the needs expressed.

### **Recruitment and Selection**

- Drive employment related activities, including candidate selection, by implementing processes that facilitate the selection and development of the right level of employees.
- Develop robust role profiles that define candidate requirements.
- Conduct the sourcing and interviewing of candidates and provide recommendations on selection.
- Ensure that robust pre-employment vetting is done for all candidates prior to extending offers. Review vetting results that contain adverse findings and consult with company Exco on approval for non-material issues.
- Implement and drive the robust orientation program and probation programs. Enlist the support of line managers in ensuring that new starters are settled in and productive in the shortest time possible. Monitor new starter experiences by engaging with a selection of new starts on a monthly basis.
- Complete the approval of offers to new candidates by providing a view on available headcount, staff cost budget and market related pay.
- Suggest and implement appropriate psychometric assessments for the various roles where required
- Review service providers and implement cost effective methods of recruitment and selection
- Identification of and engagement with key stakeholders and / or platforms to partner with and to source high calibre candidates

### **Learning and Development**

- Develop and implement a learning and development approach for the organization
- Partner with managers to ensure appropriate development plans are in place to support employee's objectives and where needed, work with managers to identify and address performance gaps as they arise.
- Develop training material where needed and create an interactive training program based on material
- Work with managers to determine skills gaps of employees and where training is required to enhance critical skills or compliance related.

### **Remuneration management and Payroll processing**

- Collect all data from new and existing employees.
- Liaise with Payroll Consultant for guidance and submissions
- Ensure that all documentation meets the required standards of employment.
- File and update employee records from moment of employment through entire employment period. Adhere to legal and organisational requirements with regards to the protection of personal information.
- Submit payroll information to the payroll consultant before the required processing cut off times monthly.
- Review employee leave reports, online timesheets and allowance claims and follow up with line managers if there are unapproved items in the system before payroll cut-off on a monthly basis
- Prepare increase and bonus schedules in line with Exco directive
- Ensure that increase and bonus decisions in alignment with the performance management practices and that records are kept for all pay adjustments.
- Analyse and complete final performance scores and project possible incentive payments.

### **Performance management**

- Implement and drive performance management processes. Drive contracting, monitoring and appraisal processes.
- Conduct moderation sessions with the different areas in the group to ensure a consistent and fair approach to performance ratings.

### **Talent Management**

- Develop succession plans for all critical roles including development plans for identified successors. Produce external talent maps where there are no suitable internal successors
- Conduct exit interviews with all employees who have resigned. Determine if there are systemic issues resulting in the exits and create plans to address the issues.

### **HR Governance**

- Develop and maintain all the required Human Resources policies. Obtain approval as defined by the policy governing framework for all changes prior to implementation.
- Map out and document all Human Resources processes with support work instructions and control points. Socialize the processes to all line managers and employees as appropriate. Ensure that line managers understand their responsibilities for people management.

### **Industrial Relations**

- Continuously monitor labour and employment legislation changes and regulatory requirements by staying updated with the latest disciplinary, labour and employment acts.
- Develop and implement a proactive employee relations program to build confidence with staff members and to demonstrate fair labour practices.
- Advise, consult, facilitate and sensitize on IR structures and procedures.

### **Education & Qualifications**

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HR Diploma or Bachelor's Degree in Human resource or related field

Advantageous: Post Graduate Diploma

### **Requirements**

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- A minimum of 4-8 years' experience in Human Resources as a HRBP or Generalist with at least 4 years of recruitment experience.
- A minimum of 3 years experience with payroll

### **Characteristics**

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- Strong cultural awareness and sensitivity
- Ability to deal with people across all levels
- Strong problem solving and critical thinking skills
- Strong verbal and written communication skills
- Strong commercial awareness
- Self-motivated and able to be proactive and take initiative.
- Strong interpersonal skills and the ability to forge collaborative relationships.
- Strong leadership skills, including mentoring and coaching.
- Conscientiousness
- Ability to generate and develop fresh insights to innovate current HR and recruitment processes.
- Demonstrates the drive, determination, enthusiasm and capability to take ownership and responsibility for desired results and creates a climate in which people want to participate.
- Proven ability to manage complex issues where senior stakeholders may not agree.
- Ability to deliver change through influencing rather than through positional power.

### **Reporting To**

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Executive in Country

### **Driving Licence**

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Not Required

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