



Job Description

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Job Title HR Business Partner – Plant	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The HR Business Partner (HRBP) will act as a strategic and operational partner to the Plant Leadership team at the Company, driving people strategies that enable productivity, quality, safety, and cost efficiency. The role focuses on building a skilled, compliant, and high-performing workforce aligned with the company's growth ambitions in the paints and coatings industry.

Responsibilities

1. Strategic HR Business Partnering

- Collaborate with Plant Head and functional leaders to align HR initiatives with production and business goals
- Translate organizational HR strategy into plant-level execution plans
- Drive workforce productivity, cost optimization, and operational efficiency initiatives
- Support change management initiatives (automation, process improvements, expansion projects)

2. Talent Acquisition & Workforce Planning

- Plan and manage manpower requirements (permanent and contract workforce)
- Manage onboarding programs to accelerate operational readiness
- Implement induction programs for new hires
- Lead end-to-end recruitment for plant roles (operators, technicians, quality, maintenance etc.)
- Ensure timely hiring aligned with production schedules and capacity expansion
- Build talent pipelines for critical and technical roles.

3. Performance Management & Productivity

- Drive goal setting and performance management processes across plant teams
- Align KPIs with production targets, quality standards, and safety metrics
- Partner with line managers to improve team productivity and accountability
- Support performance improvement plans and capability enhancement

4. Learning & Capability Building

- Identify skill gaps and implement structured training programs
- Drive technical capability development (process, quality, maintenance skills)
- Ensure compliance with mandatory training (safety, operational procedures)
- Promote multi-skilling and cross-functional flexibility within plant teams

5. HR Operations & Employee Lifecycle Management

- Oversee onboarding, confirmation, transfers, and exit processes
- Ensure accurate maintenance of employee records and HRMS systems
- Manage attendance, leave, and shift scheduling in coordination with operations
- Ensure smooth HR service delivery at the plant

7. Compliance & Governance

- Ensure adherence to local labor laws, factory regulations, and company policies
- Maintain statutory records and support audits and inspections
- Partner with internal stakeholders to ensure governance standards are met
- Drive compliance awareness among employees and supervisors

8. Employee Engagement & Culture Building

- Drive engagement initiatives suited to plant workforce demographics
- Strengthen communication between management and employees
- Support initiatives to enhance morale, retention, and workplace satisfaction
- Promote company values and ethical practices on the shop floor

Education & Qualifications

- MBA / PGDM in Human Resources
- Familiarity with ERP/HRMS system

Requirements

- 8–12 years of HR experience with at least 4–5 years in manufacturing / plant HR
- Experience in paints, chemicals, or FMCG manufacturing preferred
- Strong exposure to HR operations, talent management, and compliance

Characteristics

- Strong business and operational understanding
- Data-driven decision-making and analytical mindset (excellent skills in MS Excel mandatory)
- Stakeholder management across plant functions
- Execution excellence and attention to detail
- Problem-solving and process improvement orientation
- Hands-on, proactive, and solution-oriented
- High ownership and accountability
- Strong interpersonal and communication skills
- Ability to work in a fast-paced plant environment
- Willingness to be based at plant location
- Flexibility to align with plant working hours and production cycles

Reporting To

Group HR Head with dotted line to Plant Head

Driving Licence

Not Required

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