



Job Description

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Job Title Human Resource Business Partner	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Middle-Management	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The HR business partner is responsible for aligning business objectives with the workforce in specific departments. This role involves collaborating with management to implement HR initiatives that support strategic goals, focusing on talent management, employee development, and performance management. By bridging the gap between HR practices and business needs, enhances employee satisfaction and overall organizational performance.

Responsibilities

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 online and physical files.

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.
- Management of Disciplinary process from end to end ensures compliance to the law and company disciplinary code. Ensure documentations are completed signed by all relevant parties and case closure with within TAT

Education & Qualifications

- Bachelor's degree in human resource management, Law, or a related field.

Requirements

- Minimum of 4 to 5 years working experience in Human Resources.
- 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.

Characteristics

- 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.
- HSSE Training
- Induction process

Driving Licence

Not Required

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