Job Description

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Job Title
Human Resource Generalist

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Automotive

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Automotive: 2 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Responsibilities

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employment eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave, disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Make sure all required documentation are done in time, probation assessment and confirmation, an extension of probation, contract renewal assessment, renewal of contract, end of the contract, terminal benefits and proper filling of all the document to the respective employee’s files.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with government boards and local employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Education & Qualifications

Degree in Human Resources/Public Administration/Social Studies or any other related field.

Requirements

A minimum of 2 years’ experience in Human Resources field

Characteristics

- Teamwork – Builds team morale & consensus, adapts to different behavioural styles
- Task Management – Delivers timely, quality outputs, exercises sound judgement/analysis, leads development of impactful solutions
- Professional – Demonstrates strong experience in ability to perform the following services in accordance with professional standards
- Technical – Demonstrates strong experience and ability with the following tools: Microsoft office suite, presentation software applications, electronic working paper software

Reporting To

Human Resource Manager

Driving Licence

Not Required

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