



Job Description

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Job Title Human Resource Officer	Job Location Kampala	Category -
Job Type Full Time	Job level Intermediate	Industry Finance Services

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Finance Services: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

To administer and ensure that all Human Resources practices are in compliance with regulatory requirements & internal policies and procedures.

Responsibilities

Key Responsibilities (HR)

- Ensure a signed contract of employment is on file.
- Review the documentation with new staff and all company policies.
- Ensure all issues pertaining to employees are recorded and filed on personnel files.
- Ensure transfer forms, salary increase forms, promotion forms, bonus letters and termination forms are on employee files.
- Ensure exit interviews are conducted with all employees who voluntarily terminate their contract of employment.
- Obtain recruitment requests from Line Managers and get confirmation from HR Manager.
- Draw up and place adverts internally and externally.
- Manage recruitment process.
- Liaise with recruitment companies to obtain best candidates.
- Send job offer to selected candidates and receive signed acceptance.
- Ensure all employees have signed contract and job description on file.

Performance Management

- Guide and support management and staff with confirming/extending probation period.
- Assist HR Manager with Performance Appraisal process (Surveys, appraisal forms etc.)
- Assist with the implementation of the performance management system that includes performance development plans and employee development plan.

Employee Relations

- Ensure that prompt, fair and timeous disciplinary measures are taken in the event of a problem.
- Assist all employees with all HR related matters and queries.
- Communicate HR policies, procedures, programmes and laws to staff to ensure they understand and abide.

Education & Qualifications

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

Requirements

- Minimum of 5 years of experience in HR
- Demonstrable experience in Human Resources
- Experience working in large projects.

Characteristics

- Emotional intelligence with strong interpersonal skills
- Skilled communicator with strong verbal and written abilities
- Resilience
- Analytical skills and numeracy skills
- Listening Skills
- Problem solving

Driving Licence

Not Required

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