



# Job Description

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<b>Job Title</b> Human Resource Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> IT & Software

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> IT & Software: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## 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 as well as a signed photograph of incumbent for audit verification.
- 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.

### Recruitment

- Obtain recruitment requests from Line Managers.
- 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.
- Dealing 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 thereto.

### HR Information Management

- Draw up monthly HR report with regards to staff movements.

## Education & Qualifications

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Relevant business /HR related tertiary qualification

## Requirements

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- Minimum of 2 years of experience in HR
- Demonstrable experience in Human Resources
- An understanding of the confidential nature and sensitivity of issues

## Characteristics

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- Emotional intelligence with strong interpersonal skills
- Skilled communicator with strong verbal and written abilities
- Resilience
- Analytical skills and numeracy skills
- Listening Skills
- Problem solving
- Verbal and written communication skills.
- Integrity
- Assertiveness
- Willing to work after hours at times when needed
- Attention to detail
- Prioritise, multi-tasking and planning
- Highly organised

## Driving Licence

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Not Required

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