



Job Description

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Job Title Human Resources Coordinator	Job Location Pemba	Category Human Resource (HR)
Job Type Full Time	Job level Intermediate	Industry Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category Human Resource (HR): 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Coordinate the execution of personnel department routines and preparatory activities, preparation, approval, discharge of payroll and all the bureaucracy involved in it, as well as all the support services performed in the sector, in order to comply with current legislation and the company's interest.

Responsibilities

- Understanding of Labor, tax and social security legislation;
- Standards, routines and procedures inherent to the area of Personnel administration;
- Exposed to Labor routines and Payroll System;
- Efficiency in IT (Windows, word, Excel, Power point, internet, Outlook);
- Knowledge and experience of HR systems;

Education & Qualifications

- Higher Education in Psychology, Administration or related areas.

Requirements

- Minimum of three (3) years of experience in the position.

Characteristics

- Proactivity and organization;
- Leadership skills;
- Ability to express oneself orally and in writing.

Driving Licence

Not Required

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