



Job Description

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Job Title Human Resources Manager	Job Location Tanga	Category Human Resource (HR)
Job Type Full Time	Job level Manager	Industry Food Processing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Food Processing: 4 Years
Secondary Industry -	Primary Category Human Resource (HR): 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Human Resources Managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

Responsibilities

- Ensure recruitment needs are filled and procedures are consistent and managed.
- Ensure a well-trained and motivated staff.
- Creating and revising company job descriptions
- Establish the departmental measurements that support the accomplishment of the Company's strategic goals.
- Lead the implementation of the performance management system that includes performance development plans and employee development programs.
- Establish and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire company employees.
- Leads the implementation of company safety and health programs that includes monitor and tracking OSHA required data.
- Establishes the company wage and salary structure, pay policies and oversee the variable pay system within the Company.
- Lead company compliance with the Government and labour law of the Country that will maintain a minimal company exposure to lawsuits.
- Protect the interest of employees and company in accordance of company human resources policies and Government laws and regulations.
- Keep the CEO updated of significant problem that jeopardize the achievement of company goals and those that are not being addressed adequately by other line Managers.
- Oversee the implementation of human resources program through the human resources staff.
- Develop and/or review Company HR policies and procedures
- Work with departmental heads to ensure all company HR policies and procedures are adhered to
- Develop and manage annual budget for all HR activities
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.

Education & Qualifications

- Bachelor degree in Human resources management.

Requirements

- At least 3 years of managerial level experience in Human Resource functions.
- People oriented and results driven
- Excellent active listening, negotiation and presentation skills
- n-depth knowledge of labor law and HR best practices
- Good knowledge in Microsoft office.
- Knowledge of ERP software will be an added advantage.

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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