



Job Description

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Job Title Human Resources Manager	Job Location Dar es Salaam	Category Human Resource (HR)
Job Type Full Time	Job level Senior Manager	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 3 Years
Secondary Industry -	Primary Category Human Resource (HR): 5 Years	Secondary Category -
Certificate -	Qualification Degree	

Summary

The Human Resources Manager will play a key part in keeping the organisation happy and unified. The organisation has both Office/Administrative Staff as well as a Plant - the HRM will be supporting both areas of the business.

Responsibilities

- Comply with labor law and payroll regulations
- Develop and implement HR strategy in line with business strategy and priorities
- Embed the company's Code of Conduct, Values and working culture
- Deliver Human Resources operations: administration, employee relation; counseling, recruitment, training and developing, talent management, coaching, performance management and implementing organizational changes
- Implement and promote HR policies
- Implement Talent strategy: succession plans, Emerging leaders identification and development, talent review
- Ensure a cost leadership in monitoring HR budget and Manpower costs.
- Supports the Leadership Team by providing human resources advice, counsel, and decisions
- Develop and maintain HR policies and procedures in line with the company Code of conduct, value, and guidelines.
- Develop and implement remuneration and benefits policies and reviews in coordination with company Compensation & Benefits expert
- Develop and monitor HR KPI's in line with business needs: manpower cost, turnover, training budget, training days, talents metrics

- Ensure organization health by implementing a structured approach to IR/ER through the provision of advice to managers on IR/ER policies and processes.
- Staying abreast of changes in local legislation and managing internal and external stakeholders.
- Develop own HR team by coaching, providing learning opportunities, and implementing relevant development products in order to provide a competent, professional, and customer-focused HR service to the business.
- Responsible for Office Services.

Education & Qualifications

- Bachelor degree in Human Resource Management or relevant field

Requirements

- HR professional background - 4 years minimum
- Prior experience in key areas of HR policies and processes, recruitment, potential assessment, remuneration and benefits, performance management, ER/IR.
- Knowledge and understanding of local labor markets and employment law regimes within the country.
- Good presentational, influencing, and interpersonal skills.

Reporting To

- Managing Director

Driving Licence

Not Required

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